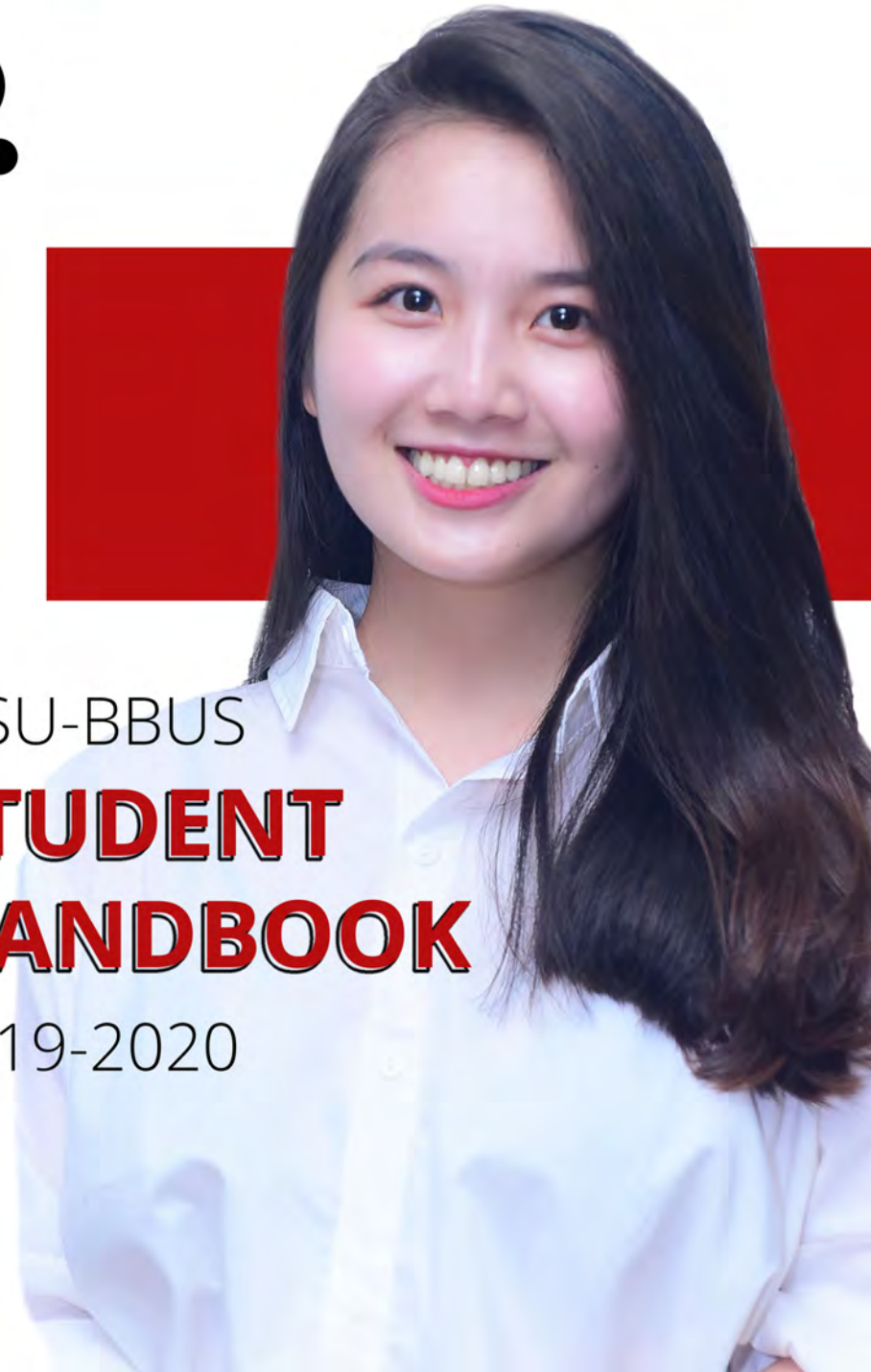




WSU-BBUS

**>> STUDENT
HANDBOOK**

2019-2020





Unlimited.

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Welcome

Dear Students,

On behalf of our faculty, staff and administration, welcome to Western Sydney University - one of the top 2% universities in the world! 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 education and time with us.

Western Sydney offers you choice. You can choose from certain specialisations of the Bachelor of Business program while studying at the International School of Business - University of Economics Ho Chi Minh City and can even select from a wider range of majors and disciplines should you wish to transfer to Australia. Carefully select the modes of study and majors that will create the maximum number of options for you in the future. Your academic degree is a credential that you will have in your entire life!

Faculty who care about you. Our lecturers are known for their consistent commitment to providing you a rich learning experience focused on teaching excellence, curriculum quality and service. 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 faculty, staff and administration aim to accomplish!

Support you can count on. You can also take steps to ensure your academic success. Please use the university resources available to you 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 policies and procedures. It has been put together to make your shift into university life as easy and enjoyable as possible. Read this Handbook and acquaint yourself with the 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.

Sincerely,

Western Sydney Project Team

Introduction

Western Sydney University began its legal life on 1 January 1989. However, the predecessors of the University dated back as far as 1891 with the establishment of the Hawkesbury Agricultural College. With only 30 years as a statutory institution, the University has acknowledged over 200 cumulative years of bringing knowledge to life in the Greater Western Sydney region.

Ranked among the top two per cent of universities in the world, Western Sydney University values academic excellence, integrity and the pursuit of knowledge. The University has been reaching out to the world to develop partnerships with international universities to strengthen research engagement, international funding, networking and mobility opportunities, for both partners and their communities.

The University of Economics Ho Chi Minh City (UEH) is a strategic partner of Western Sydney University in Vietnam and as part of UEH, the International School of Business (UEH-ISB) has been offering the joint programs between the two universities in both undergraduate and postgraduate levels. Western Sydney and UEH have so far provided students with opportunities to experience the Australian way of study and life while contributing to their international degrees.



Cutting the band inaugurated the new Campus of UEH-ISB and WSU in 2016

Course Overview

The Bachelor of Business is a joint program between Western Sydney University and University of Economics Ho Chi Minh City. Students who successfully complete the course will be awarded the Bachelor of Business degree granted by Western Sydney University, Australia.

The Bachelor of Business harnesses your energy and passion for success. This degree gives you the knowledge to create a career as a business professional. Whether you wish to pursue a corporate role in a global enterprise or start your own business, this program will provide you with the skills to do it.

The program consists of 2 levels of English for Academic Purposes (EAP) and 24 academic units, including 12 interdisciplinary core units to provide a foundation and 12 major units to enrich and deepen your understanding of enterprise futures.



Items	Stage 1 (UEH-ISB)	Stage 2 (WSU)
ADMISSION REQUIREMENTS	<p>Applicants must have</p> <ul style="list-style-type: none"> ➤ Successfully completed the High School Certificate with a GPA of at least 8.0 in Year 12; OR ➤ Successfully passed the entrance exam of a recognised university in Vietnam; OR ➤ Successfully passed the competency test organised by Western Sydney and UEH-ISB; OR ➤ Transferred from other institutions in Vietnam and abroad (on a case by case basis). <p>AND</p> <ul style="list-style-type: none"> ➤ Achieved IELTS (Academic) 5.5 overall with a minimum 5.0 in writing (or equivalent); OR ➤ Achieved at least 60% of the WSU The College English Placement Test. 	<p>Applicants must have</p> <ul style="list-style-type: none"> ➤ Successfully completed Stage 1 at UEH-ISB <p>AND</p> <ul style="list-style-type: none"> ➤ Achieved IELTS (Academic) 6.5 overall with a minimum 6.0 in each band (or equivalent); OR ➤ Achieved at least 80% of the WSU The College English Placement Test; OR ➤ Successfully completed EAP5 offered by the WSU The College.
LOCATION	UEH-ISB campus	UEH-ISB/Western Sydney University campus
DURATION	2 years	1.5 years
INTAKE INFORMATION	Term 1 (January), Term 2 (May), Term 3 (September)	Term 1 (January), Term 2 (May), Term 3 (September)
SUBJECT INFORMATION	<p>Students are required to complete 2 levels of English for Academic Purposes (EAP) and 12 academic units in Stage 1.</p> <p>Students will take one level of EAP or 2-4 academic units per teaching session.</p>	<p>Students will take 3-4 units in each term and complete 12 units of Stage 2, including a capstone unit at the end of the course.</p> <p>There are up to 3 majors to be offered at UEH-ISB, including Applied Finance, Marketing and International Business, and up to 10 majors at Western Sydney University.</p>

Course Structure

Stage 1 (2 Years)		
<ul style="list-style-type: none"> ↳ English Academic Purposes 4 ↳ English Academic Purposes 5 ↳ Academic English ↳ Principles of Economics ↳ Business Communications ↳ Statistics for Business ↳ Principles of Management 	<ul style="list-style-type: none"> ↳ Principles of Marketing ↳ Principles of Accounting ↳ Business Law ↳ International Business ↳ Human Resources Management ↳ Consumer Behaviour ↳ Corporate Finance 	
Stage 2 (1.5 Years)_At UEH-ISB		
<p>Applied Finance</p> <ul style="list-style-type: none"> ↳ Financing Enterprises ↳ Economic and Financial Modeling ↳ Enterprise Innovation and Markets ↳ Financial Institutions and Markets ↳ Investment Management ↳ Working in Professions ↳ International Finance ↳ Bank Management ↳ Innovation, Enterprise and Society ↳ Derivatives ↳ Security Analysis and Business Valuation ↳ Economics and Finance Engagement Project 	<p>Marketing</p> <ul style="list-style-type: none"> ↳ Financing Enterprises ↳ Financial Institutions and markets ↳ Enterprise Innovation and Markets ↳ The Service Enterprise ↳ Marketing Communications ↳ Marketing Research ↳ Brand and Product Management ↳ Business to Business Marketing ↳ Design Thinking for Creativity ↳ International Marketing ↳ Strategic Marketing Management ↳ Marketing Planning Project 	<p>International Business</p> <ul style="list-style-type: none"> ↳ Financial Institutions and markets ↳ Managing in the Global Environment ↳ The Service Enterprise ↳ Globalisation and Sustainability ↳ Export Strategy and Applications Brand and Product Management ↳ The Markets of Asia ↳ International Marketing ↳ Design Thinking for Creativity ↳ Leadership and Entrepreneurship ↳ International Business Strategy ↳ International Business Project
Stage 2 (1.5 Years)_At Western Sydney University		
<p>Specialisations for Careers in Money</p> <ul style="list-style-type: none"> ↳ Accounting ↳ Applied Finance ↳ Economics ↳ Property 	<p>Specialisations for Careers in Markets</p> <ul style="list-style-type: none"> ↳ Hospitality ↳ Management ↳ International Business ↳ Marketing ↳ Sport Management 	<p>Specialisations for Careers in Management</p> <ul style="list-style-type: none"> ↳ International Business ↳ Human Resource Management ↳ Management

* Major offerings are subject to the number of enrolment.

* If you wish to transfer to study abroad in WSU, please contact Ms. Linh Tran at linh.tran@isb.edu.vn for further details.




Important Dates

Dates	Event
9 September 2019	Term 3 2019 starts
6 September 2019	Census date for Term 3
9 December – 14 December 2019	Exam week
15 December 2019	Term 3 ends
15 December – 29 December 2019	End-of-session break
30 December 2019	Term 1 2020 starts
27 December 2019	Census date for Term 1
20 January – 03 February 2020	Public holiday
13 April – 18 April 2020	Exam week
19 April 2020	Term 1 ends
19 April – 10 May 2020	End-of-session break
11 May 2020	Term 2 2020 starts
08 May 2020	Census date for Term 2
10 August – 15 August 2020	Exam week
16 August 2020	Term 2 ends
16 August – 6 September 2020	End-of-session break
7 September 2020	Term 3 2020 starts
4 September 2020	Census date for Term 3
7 December – 12 December 2020	Exam week
13 December 2020	Term 3 ends
13 December – 28 December 2020	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.

Available Scholarship Programs

		Requirements	Value
OFFSHORE SCHOLARSHIP PROGRAMS	For the first year	Successfully completed the High School Certificate with a GPA of at least 8.5 in Year 12 AND achieved IELTS (Academic) 6.5 overall with a minimum 6.0 in each band (or equivalent).	 50% off tuition fee
		Successfully completed the High School Certificate with a GPA of at least 8.0 in Year 12 AND achieved IELTS (Academic) 6.0 overall with a minimum 5.0 in each band (or equivalent).	 30% off tuition fee
	For the following years	Maintain a GPA of at least 8.0 in each academic year as a full-time student at UEH-ISB.	 30% off tuition fee
ONSHORE SCHOLARSHIP PROGRAMS		Transfer to study at Western Sydney for at least one year and achieved a GPA of 75%+ for units completed at UEH-ISB.	AU\$5,000
		Transfer to study at Western Sydney for at least one year.	AU\$3,000
		Transfer to study at Western Sydney for six months (one semester) and achieved a GPA of 75%+ for units completed at UEH-ISB.	AU\$2,500
		Transfer to study at Western Sydney for six months (one semester).	AU\$1,500

**Other conditions apply, including full-time study mode, no failing units, no regulation breaches, and no course deferment.*

Online Systems

Websites

Get to know the following students sites. They have all the information you need as a Western Sydney University student, including latest news and events.

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

<https://www.westernsydney.edu.au/>

Stage 1

🔗 Enrolment

[Myisb.isb.edu.vn](http://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:

- ↘ Look up courses
- ↘ Search for classes
- ↘ Enroll in units
- ↘ View class schedules
- ↘ See grades and GPA
- ↘ View an unofficial transcript
- ↘ Check exam schedules
- ↘ See attendance records
- ↘ Provide feedback on units
- ↘ Look up ISB regulations and policies

Guideline is 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 can have serious consequences, such as cancellation of your enrolment.
- ↘ Stage 1 student email address will follow the below format: **studentID@student.westernsydney.edu.vn** (e.g: 3916ISB0006@student.westernsydney.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 any Gmail, Yahoo, or Hotmail so students can have their university emails forwarded to their personal account.
- ↘ 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** (<http://elearning.isb.edu.vn/>)

E-Learning is the 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 session as they may be updated at any time.

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

📌 **E-Library**

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

Stage 2

📌 **Enrolment**

Students are required to enroll in both:

- ↳ Myisb.isb.edu.vn (**MyISB**)
- ↳ Westernsydney.edu.au – My Student Records (**MySR**)

Find how to enrol in MySR at: https://www.westernsydney.edu.au/currentstudents/current_students/using_uws_online_systems/how_to_guides/how_to_enrol

📌 **Student email**

You will be given a new student ID from stage 2 to access Western Sydney accounts, including student email.

Stage 2 student email address follows the below format: **studentID@student.westernsydney.edu.au** (e.g. 12345678@student.westernsydney.edu.au)

For more information, please access https://www.westernsydney.edu.au/currentstudents/current_students/using_uws_online_systems/student_email

📌 **vUWS (E-Learning)**

vUWS (pronounced “views”) is our online learning environment for Stage 2 units which includes the units or course outlines, information about assessment tasks, study resources and announcements related to the units or courses. Make sure you check your vUWS sites regularly during session as they may be updated at any time without prior notes.

See https://www.westernsydney.edu.au/currentstudents/current_students/using_uws_online_systems/e-learning

📌 **E-Library**

Check out the Library website for services and resources, as well as help with the assignment writing process and referencing. There's an online librarian who can answer your questions and a series of online and face-to-face tutorials to help you get the most out of your research. See <http://library.westernsydney.edu.au>

Academic Information

All students beginning at Western Sydney University 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 learning guide to their 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 hard copies (if provided) as this assists in your ability to engage with the material. If for some reasons you are unable to complete required readings in a specific week, you must still view the

resources and try to catch up on your reading as soon as possible afterwards. Any such information is examinable, so it definitely will be beneficial to view all lecture resources.

You may have trouble understanding a lecturer's accent or may 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, discussion, and presentation. These activities focus on demonstrating your skills and help you build your ability to achieve the learning outcomes for each unit.

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

📌 **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 you 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. 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

Moving to a new country to study is both exciting and challenging. Western Sydney University has everything in place to help you adjust to your new life. Please see your Student Advisors as soon as you start your plan to study abroad.

📍 Cost of Living

As a student visa holder, you will be required to have approximately AUD\$20,290 per person per year for living expenses, as advised by the Australian Government. However, the actual cost depends on your individual lifestyle, whether you have a part time job, share apartment with your friends and whether you can cook yourself. Remember, your living expenses are separate from your tuition fees.

Item	Annual expense
Tuition fees	AU\$28,000
Living costs	AU\$15,000
Travelling costs	AU\$2,000
Total expected costs	AU\$44,000

📍 Accommodation

Make sure you find the right home for you!

• On-campus accommodation

Western Sydney University offers a wide range of on-campus accommodation (WSU Village), providing you with high quality, affordable accommodation that gives a rich and balanced living and learning environment.

All of our villages are self-catered and fully furnished with a great range of accommodation options and 24 hour support. No matter which campus you choose, you'll find an exciting community of residents with plenty of events to help you live, learn and grow!

• Off-campus accommodation

If you are interested in living close to the campus, but not on campus, check out popular real estate listing websites in Australia, including <https://www.domain.com.au> and <http://realestate.com.au/buy>. These sites are not run by the University but you will be supported by us as well as UEH-ISB students currently studying at Western Sydney.

• Home stay accommodation

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 AUD\$300 per week.

📌 Student Visa Application

If you intend to study in Australia, you will need to apply for the Student visa (subclass 500). The officer assessing the visa will consider whether the individual circumstances of the student indicates that their 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 regardless of your EAP certificates or WSU English Placement test results. The minimum English language test score required is as below:

English language test providers	Minimum test score	Minimum test score where combined with at least 10 weeks ELICOS (EAP5)	Minimum test score where combined with at least 20 weeks ELICOS (EAP4)
IELTS	5.5	5	4.5
TOEFL ibt	46	35	32
Cambridge English: Advanced	162	154	147
Pearson Test	42	36	30

The test must have been taken no more than two years before you apply for your student visa.

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 Enrolment).

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

📌 Working 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.

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

Exchange Program

📌 What is Exchange?

ISB Exchange Program gives you the opportunity to study for a whole semester or year at one of our overseas university exchange partners.

So if it's tulips in the Netherlands while you're studying finance, or feasting on kimchi in Korea while studying international business, there are lots of exchange options you can consider!

📌 How does it work?

When participating in ISB Exchange Program, you:

- stay enrolled at UEH-ISB for Stage 1 of the program;
- continue to pay fees as per normal to UEH-ISB (you don't pay at the overseas partner);
- transfer credit from your overseas experience back into your transcript.

📌 When can I study?

Semester dates in your program differ to those in the other hemisphere. As a general rule of thumb, the differences in academic calendar work out fine and won't throw out your semesters here at UEH-ISB.

📌 Where can I study?

We have many university exchange partners on almost every continent in different countries, which we've selected to offer you the best immersive study experiences that credit back to your degree here.

📌 Am I eligible?

You are eligible to participate in the Exchange Program if you have a passing GPA of at least 3.0 credit points of either elective or core units in Stage 1 and meet certain requirements from the partner universities. Please note that you will not be able to join in the Exchange Program once you enter the Stage 2 of your study.

📌 How to apply?

Depending on the session you intend to go on exchange, applications may close between 5 and 9 months prior to departure. This is to ensure you have sufficient time for everything to be organised for your exchange to be successful.

Please contact Mr. Tuan Anh Pham at anh.pham@isb.edu.vn for further consultation.



UEH-ISB University Exchange Partners

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 text books 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 key words
- 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 A Good First Year

📌 Be bold

You have nothing to lose. Most students starting university don't know anyone either. It's worth saying 'hello' and starting a conversation because you might just make a new friend.

📌 Ask questions

You're expected to follow up on anything that you have questions about and University staff encourage students to do that. The Academic Director can help you with choosing the suitable major, assessments and any questions about your course. Student Advisors can help you with all non-course related questions.

📌 Make the most of every opportunity

University life is not just about academic study and we want you to have the best experience possible.

📌 Plan your time and be organised

University study is very independent and self-directed and that might be different to what you're used to. Make sure you know the important dates that relate to you and set reminders for them.

📌 Learn new skills

Aim to become more self-sufficient.

📌 Set short, medium and long term goals

Starting university study has many unknowns and setting goals for the things you want to achieve can help keep you motivated and give you a sense of certainty.

📌 Stay up to date

'Like' the [Western Sydney University - Vietnam campus](#) Facebook page to see updates. It's also worth getting involved with your [WSU Student Council](#) for updates on what's happening around the University and your campus.

📌 Manage your budget

Living and studying at uni can be very expensive. The costs for food, transport, accommodation and socialising can easily get out of control. Be aware of how much money you have, how much you can spend per week/month/session and plan how to get the most value for your money.

📌 Stay healthy

A healthy body is essential for a healthy mind. A healthy diet includes: plenty of vegetables, legumes, fruit, cereals such as bread, pasta and noodles, lean meat, fish, poultry, reduced fat milk and other dairy products. Learn how to cook simple, healthy meals. Don't skip breakfast – it is very important! Create opportunities for physical activity, e.g. ride a bike to uni. Limit your alcohol intake. Don't smoke. Keep in touch with your friends and family. If you are feeling homesick, talk to someone else about how you feel – any new student will probably feel much the same as you do.

📌 **Manage your stress**

An overly stressed mind is an inefficient mind. Take time out every day to unwind and relax mentally as well as physically. Make sure you have normal sleep patterns and do not miss sleep for work or study.

📌 **Understand Western Sydney University terminology**

There are lots of terms you need to understand so make sure you check the online glossary: westernsydney.edu.au/glossary

📌 **Know where to get help and don't be afraid to ask**

The University provides a wide range of services that are free for students to access.

Top 10 things to remember for your exams

- 📌 Bring a valid student ID card or Identity Card
- 📌 Bring your pens and pencils.
- 📌 If your exam allows use of resources, make sure you know what they are
- 📌 Keep checking your exam timetable up to the date of your exam.
- 📌 Know how you are getting to your exams on time – plan your travel in advance.
- 📌 Don't bring your mobile phone, or make sure you know how to switch it off (including alarms and reminders). Fines apply if they go off in your exam!
- 📌 Don't bring personal items as they might have to be left outside of the exam room. UEH-ISB does not take responsibility for items outside of the exam room.
- 📌 No food or drink is allowed in the exam room. Only water in clear plastic containers.
- 📌 No caps or hats are allowed in the exam room.
- 📌 Read the learning guide on Elearning sites and exam policies at MyISB website for your information.

Student Supports

📌 Student Advisors

Student Advisors are your first point 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
- ↘ Accessing the appropriate university resources
- ↘ Formulating an academic study plan
- ↘ Assisting in the graduation process
- ↘ Transferring to study abroad
- ↘ Advising administrative and financial questions
- ↘ Understanding university policies and regulations
- ↘ Helping other issues

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

📌 Student Identification Cards

You will be provided with an ISB student ID card (stage 1) and WSU ID card (stage 2) that should be carried at all times when you are on the ISB campus. Campus security or ISB staff may ask you to present the student card at any time for safety purposes.

📌 IT Support

Students facing technical issues of accessing school systems can contact:

- ↘ Mr. Tam (tam.nguyen@isb.edu.vn) on **Elearning issues** (Stage 1) and **student email** (Stage 1)
- ↘ Mr. Tuan (tuan.nguyen@isb.edu.vn) on **MyISB** issues
- ↘ IT Helpdesk (itservicedesk@westernsydney.edu.au) on Western Sydney system (Stage 2)

📌 Financial Information

The tuition fee 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 fee depends on the number of units you enroll in that semester. After your successful enrolment 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 hour: 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, Phuong 6, Quan 3, TP Ho Chi Minh
- ✎ Account Number: 00361 00000 179 001
- ✎ Bank: OCB, chi nhanh Pham Ngoc Thach
- ✎ 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 . You will not be able to graduate

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@isb.edu.vn.

Graduation and Academic Documents

📌 Graduation

Students who have successfully completed their program of study will be able to apply for Western Sydney University graduation.

There are currently 3 graduation rounds per year, namely April, September and December (limited cohorts) and students can apply for attendance or in-absentia graduation.

Information about the graduation ceremony will be informed on Western Sydney University official website at https://www.westernsydney.edu.au/graduation_ceremonies/graduating

📌 Academic Transcript

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

- ↘ If you need an official copy of your academic transcript in Stage 1, you can lodge a form at the reception of UEH-ISB, 17 Pham Ngoc Thach campus. The Official Academic Transcript will be issued within 5-7 working days.
- ↘ For the results of Stage 2 units, you need to order the academic transcript from Western Sydney University online system. Your order will be delivered to the address you provide when ordering the document (approximately 15-20 working days) and you will need to be present at that address to sign for the delivery. Further details on stage 2 transcript order can be found at www.westernsydney.edu.au/graduation_ceremonies/graduating/documents/academic_transcript

📌 Student Confirmation Letter

During the time at the University, students may need to confirm their status as a current student here. A student confirmation letter certifies student's course details and expected completion date, etc. It is issued by UEH-ISB and will be available within 5-7 working days upon student's request. So as to get the confirmation letter, you can order at the reception, 17 Pham Ngoc Thach campus.

📌 Course Completion Letter

A course completion letter is a letter issued by Western Sydney University that confirms a student has completed the necessary requirements to finish their degree and is eligible to graduate pending final approval from the School Academic Committee.

Students can find information on how to order a course completion letter at https://www.westernsydney.edu.au/graduation_ceremonies/graduating/documents/course_completion_letter

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 Western Sydney University 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 Policies Handbook can be found online, or at UEH-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. Students must be formally enrolled before officially participating in classes and all ISB activities. Students cannot receive final grades 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 UEH-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 to 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 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 is 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 assignment, group assignment, seminar, mid-term examination and final examination.

Some units have threshold requirement 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 violate 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.

For Stage 1:

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

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

For Stage 2:

The cumulative GPA will be calculated over the duration of a student's enrolment in a course.

Western Sydney uses a 7 point grading scale for GPA calculation

Calculation

Each final grade is awarded a numerical value as shown in Table 1 below:

Table 1

Grade	Numerical Value
High Distinction	7
Distinction	6
Credit	5
Pass	4
Conceded Pass	3
Fail (F), Fail-discontinued (E), Unsatisfactory (U), Absent Fail (AF) and Fail Non Submission (FNS), Practicum Fail (PF), Compulsory Fail (CF)	0

The following will not be counted in the calculation of a GPA:

- A grade of Satisfactory (S);
- Withdrawn Without Academic Penalty (W);
- Advanced Standing - Specified (K) and Unspecified (L); and
- Aegrotat Pass (Z)

Where a student has repeated a unit, both grades will be counted towards the GPA, and both results will remain on the official academic transcript.

The formula for calculating the GPA is:

GPA = The sum of (Credit points for the same specific unit x Grade points for specific unit) / Total number of credit points attempted.

The elements of the above GPA formula are:

- Grade points for specific unit refers to the numerical value allocated to particular grades (e.g. H = 7; see table above);
- Credit points for same specific unit refers to the credit points allocated to the unit studied (e.g. 10 cp); and
- Total number of credit points attempted refers to the credit points for all units attempted including credit points for units where the grade achieved was F, AF, FNS, E and U and excluding the credit points for S grades.

For example, a student takes four units. Three were 10 credit point units and the student achieved grades worth 7, 6 and 5. One was a 40 credit point unit and the student achieved a grade worth 7. The GPA was worked out as follows:

$$[(10 \times 7) + (10 \times 6) + (10 \times 5) + (40 \times 7)] / (10 + 10 + 10 + 40) = 6.571$$

🔗 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 failure 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.

🔗 Supplementary Assessment in the Final Unit of a Course

Students are eligible for a supplementary assessment item (or items) for their final unit where they:

- failed the unit;
- successfully completed all other units of the course;
- completed each of the unit's assessment items and either:
 - failed only one of those items; or
 - failed assessment items, for which the total marks available comprise 50% or less of the marks available in the unit.

Supplementary assessments cannot be granted where the grade awarded is the outcome of a determination under the Student Misconduct Rule.

There can only be one attempt at supplementary assessment in the final unit.

🔗 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 evidence must be lodged before, on or no later than 5:00pm five working days 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 your application has 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 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 Request form for absence from examination which is available on MyISB to Student Advisor. The request form should be submitted to 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 for Deferred Examination, students are required to submit Request for deferred examination (which is available on MyISB) to 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 (Stage 1) and within 10 working days (Stage 2) of the result being released via **MyISB** (Stage 1) or **MySR** (Stage 2).

Student 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**

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

- The grade of Advanced Standing Unit must be higher than 5.0 (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 UEH-ISB units' contents and assessments.

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

📌 **Attendance**

It is recommended that students attend all scheduled class in order to succeed in the unit. UEH-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 the failure to attend the class on a particular lecture/workshop session. Students are required to attend a minimum of 80% of all classes in order to secure class assessment marks and be able to sit in the final exams. Please let your lecturers and/or UEH-ISB officer know by submitting a Request form for leave of absence and supporting evidences if you are unable to attend any session.

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.

📌 **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 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 and other electronic devices are not permitted unless specifically authorised by the lecturer exclusively for note taking and doing class work. If you are in violation of these policies you will be excused from class and an absence will be assessed.

🔗 Dress Code

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

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

- 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 lectures/ISB staff 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 lectures 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 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 which are inconsistent to Code of Conduct Policy will be under Misconduct Policy and face to disciplinary punishment from the Disciplinary Committee.

📌 Conduct Towards Relations

Students at UEH-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 UEH-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.

Conduct towards Relations includes, but not limited to:

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

📌 Conduct Towards University Policies

Students are expected to:

- a. Familiarize themselves and comply with the UEH-ISB Policies;
- b. Avoid violating discipline due to unknown or misunderstand the University Policies;
- c. 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 chemical which can cause injury and explosion in the University. For example, petroleum, gasoline and acids;
- f. Absolutely not bring or use dangerous tools or weapon in the University;
- g. Absolutely avoid adverse behaviors which seriously influence on the community security such as underlying conflict, acrimonious argument and fighting.

🔹 **Conduct Towards Academic Honesty**

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

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

If students are unclear about what might constitute academic dishonesty, they are encouraged to consult their lecturer or Student 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 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 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, the ISB expects all students avoid violating misconduct behaviors including General Misconduct, Academic Dishonesty and Misconduct in Extracurricular Activities. Any violation of Misconduct Policy will 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 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, 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.
- ↘ Stealing is the act of taking without permission and without intention to return. The prohibition of stealing includes property of any nature as well as academic work.

🔴 Misconduct in Extracurricular Activities

Misconduct in Extracurricular Activities includes behaviors that harms to organizing activities, but not limited to:

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

Frequently Asked Questions

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

MyISB: Go to Enrolment -> Result to check the enrolment confirmation

MySR: Go to the Enrol section and select the relevant course. Then select the Specialisations and Units step from the left hand menu and check that the required Units have a status of 'ENROLLED'. If you have a unit/s under the heading Unit Selection Cart (Unconfirmed Changes) you are not enrolled in these units and need to complete the unit enrolment process. OR, Log into your student email and look for an email called 'Enrolment Receipt'. This is a receipt that tells you what you have successfully enrolled in. If you don't have this email, then you haven't enrolled properly.

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 on myisb.isb.edu.vn) to 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.

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 course structure of new assigned batch. For example, if a Western Sydney – BBus 6.1 student comes back after deferring, the student may need to study and follow the course structure of Western Sydney – BBus 7.1.

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

Students are required to study one level of EAP/two-three 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 myisb.isb.edu.vn) to 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.

Q5. What if I lose my student ID?

Stage 1 ID: Student must bring one Student Confirmation and one 3x4 photo to Reception at 17 Pham Ngoc Thach campus and pay required fee in order to have student ID re-issued.

Stage 2 ID: Student will need to make order via WS system and pay a certain fee via Onestop payment.

Q6. Where can I find all forms?

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

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

The mid-term and final exam 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 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 re-take 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 coming exams and re-take the final exam as soon as it is organized. Students need to submit "Request for deferred exam" form to Student Advisor in order to re-take the exam.

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 "Request for review of grade" (which can be downloaded on myisb.isb.edu.vn) to receptionist at 17 Pham Ngoc Thach campus within 15 days for Stage 1 students and 10 days for Stage 2 students from the date the final grade is released. Please note the forms are different for Stage 1 and Stage 2 students. You should check with the Student Advisors if you are unsure. The outcome will students will be informed via email.

Q9. Where will my graduation ceremony take place?

Graduation ceremonies are held in Western Sydney Campuses in Australia. There are 2 options for students to choose: attend or in absentia. Guideline and direction will be available on website: https://www.westernsydney.edu.au/graduation_ceremonies/graduating

Besides, UEH-ISB also organises the Awards Ceremony for students. This Ceremony is quite similar to the Graduation, students will wear the graduation regalia, walk to the stage and receive the congratulation letter.

Q10. Will my degree be granted by UEH-ISB or Western Sydney University?

After your completion of the program, you will be granted a degree by Western Sydney University, among the top 2% universities in the world.



STUDENT ACTIVITIES

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

Nathan Eldon Tanner



WSB- Student Council

Activities




► **WSB STUDENT COUNCIL**
 WSB Student Council, under the roof of WSU-ISB, was established on December 12th, 2017. Our mission is to build a close-knit school community where students are empowered by:

- Knowledge: through tutorials, seminars, and workshops we provide over the years.
- Having their voices heard: through our role as the link between students of ISB and WSU.
- Having their own playground: with meaningful involvement which makes them take great pride to associate with.

We serve the purpose of helping WSB students raise their voices and live their best university life. We believe we can equip generations with better attitudes and greater talents, which are well-qualified not only nationally but also internationally.

We believe in ourselves and we believe in our students. Because we are one: "STRONG CONNECTION - STRONG COMMUNITY"

 @wsusc.isb.edu.vn

 studentcouncil@isb.edu.vn




CAM - Communication and Marketing Club

Activities



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

 @camclubvn



ET- ISB Event Team


Activities



- ▶ You are in need of a playground?
You need a music show with fascinating stage?
You need a cozy romantic night of “friends”?

ISB Event Team can satisfy you all.

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

 @isbeventteam

 event@isb.edu.vn





ISB Academic Team

Activities



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

 @ isb.academicteam

 academicteam@isb.edu.vn



UEH-ISB Toastmasters

Activities



- ▶ **IGNITE YOUR DREAM
IGNITE OUR FUTURE**
 - Enhancing your Public Speaking Skills
 - Building your Leadership Skills
 - Improving Team Working Skills
 - Expanding Net Working

 @uehisbtoastmasters

 ueh.isb.toastmasters@isb.edu.vn



L.O.M Club (League Of Music)

Activities



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

 @ISBMusicClub

 lom@isb.edu.vn



RED - ISB DANCING CLUB

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

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

If you are looking for a place to express your personality freely, a place full of dance lovers, you are welcome to be a part of the RED.

We are so excited to look forward to the new talents to join in our team.

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

Love,



red.since2018@gmail.com



F&I

ISB's Club of Finance and Invest



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

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

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

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

 Fandi.isb@gmail.com

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





ISB Gavel

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

✉ isbgavelclub@isb.edu.vn

f facebook.com/isbgavelclub



ISB GAVEL CLUB



LỄ TUYÊN DƯƠNG CÁN BỘ ĐOÀN - HỘI XUẤT SẮC UEH 2016



Youth Union

What is the ISB YOUTH UNION?

[BIG MISSION]

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


[DEVELOPMENT]

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

[FUN]

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

 youth@isb.edu.vn

 ISB Youth Union



ISB Basketball Club

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

✉ isbgavelclub@isb.edu.vn

f facebook.com/isbgavelclub



BASKETBALL CLUB



Annual Students Activities

Month	Event
October	ISB welcome event (new students)
November	Election of ISB Youth Union Leader
December	ISB Team Building
January	ISB Games
February	Spring Volunteering Activities
March	Orientation Activities
April	Seminar and Workshops
May - June	ISB Leaders' Training Camp
July	Green Summer Volunteering Activities
August	ISB Prom
September	Mid-Autumn Festival Volunteering

** These events are subject to change without prior notes.*



BE ACTIVE
Student Handbook 2019-2020
GET SWEATY
FEEL GREAT

OVERSEAS STUDY CENTER

Located on floor 6, 79 Nguyen Dinh Chieu street, District 3, Ho Chi Minh city, the center provides you free-of-charge advice and services related to studying abroad. To book an appointment, you can contact:

Ms. Linh Tran for Western Sydney University - Onshore programs.

(028) 3930 5292 or linh.tran@isb.edu.vn

Ms. Phuc Ngo for other universities.

(028) 3930 5292 or phuc.ngo@isb.edu.vn





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