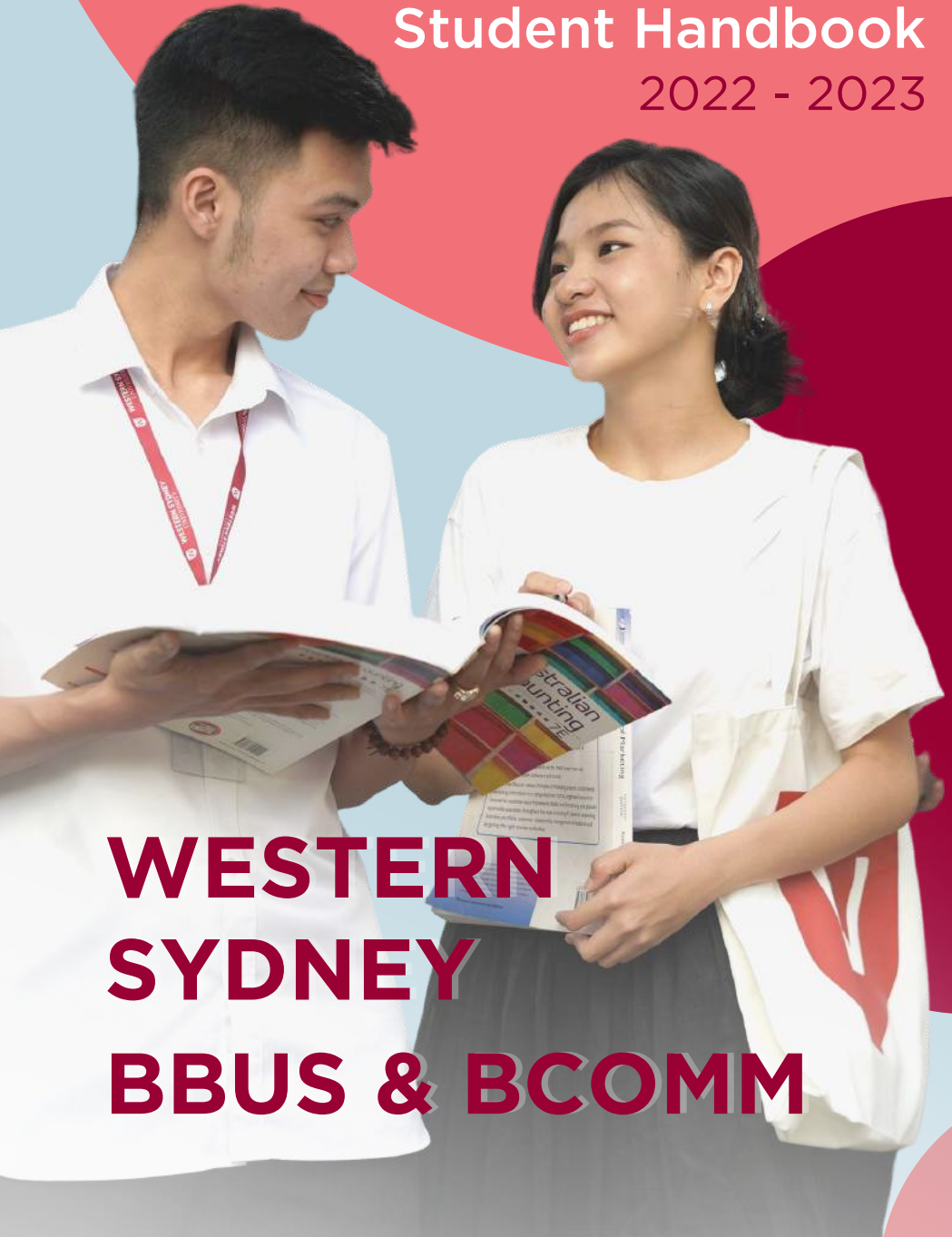


# Student Handbook

2022 - 2023



**WESTERN  
SYDNEY  
BBUS & BCOMM**

# CONTENTS

Welcome .....	3
Introduction .....	4
Course overview .....	5
Course structure BBUS program .....	8
Course structure BCOMM program .....	9
Application documents .....	10
Important dates .....	11
EAP important dates (tentative) .....	12
Available scholarship program .....	14
Online systems .....	15
Academic information .....	17
Study abroad .....	19
Exchange program.....	21
Requirements for studying at university.....	23
Tips for maintaining your academic integrity.....	25
Online study myth debunked.....	26
There's an app for that .....	27
Student supports .....	28
Graduation and academic documents .....	30
School policies .....	32
Student code of conduct .....	41
University differs from high school .....	44
Student activities .....	45

# Welcome

Dear Students,

On behalf of our faculty, staff and administration, welcome to Western Sydney University - one of the top 1% 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 or Bachelor of Communication programs 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 with 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 in the pursuit of tutors and other student services available to you and engaging in social learning communities. Your active participation and engagement in learning provide 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 Vietnam Team**

# Introduction

The Western Sydney University (WSU) and the University of Economics Ho Chi Minh City (UEH) connection sets us apart from the rest as an eminent higher education provider in the region, striving to be a key intellectual driver of the region's social and economic development.

Western Sydney University's offshore Vietnam campus strives to be a leading institution within the ASEAN Hub delivering programs across the education spectrum.

We endeavour to be a university of choice for multinational corporations and large enterprises across the Vietnamese professional community, offering an array of programs and engagement activities attractive to all higher education levels from high school and beyond.

The Vietnam campus is an innovative and enticing learning hub catering for all with face-to-face, interactive and online delivery methods, encompassing both traditional and a highly sought modern learning experience.

To enhance the learning experience for both WSU and UEH students, we will work to provide opportunities for students to expand on their study and career goals by encouraging onshore and offshore study through study abroad programs, industry internships, mobility programs, short study tours and culture emersion initiatives.



*The opening ceremony of new campus at 196 Tran Quang Khai street, District 1 in May 2022.*

# Course Overview

Our **Bachelor of Business degrees** are tailor-made to the challenges and demands of changes in industry, technology and career. With a course structure unique to WSU, students build their degree as they go to best suit areas of specialisation. We have opened the degree to majors right across the University to give students a more diverse set of skills and knowledge.

Students can choose among Applied Finance, Marketing, and International Business specialisations to study entirely at WSU Vietnam campus or can pursue any of the ten majors this program offers in Australia, including Management, Accounting, Applied Finance, Marketing, International Business, Economics, Human Resource Management, Property, Sports Management and Business Analytics.

**The Bachelor of Communication** encompasses a range of studies in the fields of communication, media and design including specialised studies in the major fields of Advertising (offered in Vietnam), Journalism, Public Relations and Media Arts Production. Teaching includes both theory and practice with reference to real world contexts highlighting future career opportunities in a convergent digital media world.

Through classwork, independent study and engagement with the multicultural nature of our communities, you will develop an understanding of the local and international relevance, with opportunities to develop and produce a range of media outcomes as applied research and professional projects throughout your studies.



# Course Overview

Items	Stage 1 (UEH-ISB)	Stage 2 (WSU)
	<p>Applicants must have</p> <ul style="list-style-type: none"> <li>➤ Successfully completed the High School Certificate with a GPA of at least 8.0 in Year 12; OR</li> <li>➤ Successfully passed the entrance exam of a recognise university in Vietnam; OR</li> <li>➤ Transferred from other institutions in Vietnam and abroad (on a case by case basis).</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>➤ Achieved IELTS (Academic) 5.5 overall with a minimum 5.0 in writing (or equivalent); OR</li> <li>➤ Achieved at least 46/80 of the Versant Placement Test</li> </ul> <p><b>Note:</b> To meet the degree verification from MOET, graduates from international programs are required to achieve IELTS (Academic) 5.5 OR TOEFL 500 OR TOEFL iBT 46 OR B2 certificates. This requirement must be cleared before the commencement of stage 2</p>	<p>Applicants must have</p> <ul style="list-style-type: none"> <li>➤ Successfully completed Stage 1 at ISB</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>➤ Achieve a score of IELTS 6.5 overall with a minimum 6.0 in writing (or equivalent); OR</li> <li>➤ Successfully completed EAP5 offered by the WSU The College.</li> </ul>
<b>LOCATION</b>	UEH-ISB campus	UEH-ISB/ WSU campus
<b>DURATION</b>	BBUS: 1.5 years (stage 1) + 1.5 years (stage 2) BCOMM: 1 year (stage 1) + 2 years (stage 2)	
<b>INTAKE INFORMATION</b>	At UEH - ISB: January, May, September At WSU: February, July (stage 2)	

Items	Stage 1 (UEH-ISB)	Stage 2 (WSU)
<b>SUBJECT INFORMATION</b>	<p>Students are required to complete 2 levels of English for Academic Purposes (EAP) and 12 academic units (BBUS) or 8 academic units (BCOMM) in Stage 1.</p> <p>Students will take one level of EAP or 3-4 academic units per teaching session.</p>	<p>Students will take 2-4 units in each term and complete 12 units (BBUS) or 16 units (BCOMM) of Stage 2, including a capstone unit at the end of the course.</p> <p>There are up to 3 majors of BBUS to be offered at UEH-ISB, including Applied Finance, Marketing and International Business, and up to 10 majors at WSU.</p> <p>BCOMM students can take Advertising major at UEH-ISB or choose among 4 majors at WSU.</p>
<b>TUITION INFORMATION</b>	<p>Unit price: 16,100,000 VND</p> <p>Total Tuition fee: 386,400,000 VND*</p> <p>Tuition fees are subject to change annually up to 10% without prior notice.</p> <p>Tuition fees for English Academic Programs are not included in the tuition fee above. Tuition fee per EAP course is 25,300,000 VND</p>	



# Course Structure

## BBUS Program

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

\* Major offerings are subject to the number of enrolments.

\* If you wish to transfer to study abroad in Western Sydney, please contact [overseas.study@isb.edu.vn](mailto:overseas.study@isb.edu.vn) for further details.



# Course Structure

## BCOMM Program

Stage 1 (1 year)_At UEH-ISB	
<ul style="list-style-type: none"> <li>↘ Business Communication</li> <li>↘ Principles of Marketing</li> <li>↘ Consumer Behavior</li> <li>↘ Marketing Research</li> </ul>	4 units taken from the pool of Bachelor of Business stage 1
Stage 2 (2 years)_At UEH-ISB	
<ul style="list-style-type: none"> <li>↘ Writing Ecologies</li> <li>↘ Media Cultures and Industries</li> <li>↘ Visual Storytelling</li> <li>↘ Data, Mediation, Power</li> <li>↘ Media Law and Ethics</li> <li>↘ Professional Writing and Editing</li> <li>↘ Media Memory</li> </ul>	<ul style="list-style-type: none"> <li>↘ Advertising: An Introduction</li> <li>↘ Advertising: Creative</li> <li>↘ Advertising: Media</li> <li>↘ Advertising: Campaigns</li> <li>↘ Public Relations Theory and Practice</li> <li>↘ Communication Strategies</li> <li>↘ Account and Client Management</li> <li>↘ Digital Communication (20cp)</li> </ul>
Stage 2 (2 years)_At Western Sydney University	
Specialisations	
<ul style="list-style-type: none"> <li>↘ Advertising</li> <li>↘ Journalism</li> </ul>	<ul style="list-style-type: none"> <li>↘ Public Relations</li> <li>↘ Screen Media</li> </ul>

\* Major offerings are subject to the number of enrolments.  
 \* If you wish to transfer to study abroad in Western Sydney, please contact [overseas.study@isb.edu.vn](mailto:overseas.study@isb.edu.vn) for further details.



# APPLICATION DOCUMENTS

In order to successfully accept our offer, you are required to submit the following documents by the required deadline in addition to the tuition fee request.

## Stage 1

	Items	Deadline
<b>ALL Students</b>	01 Application form	One week before the commencement date of the program
	01 Certified copy of High school Certificate (if available) or 01 Temporary Certificate of Graduation	
	01 Certified copy of High school Academic transcript	
	01 Certified copy of Birth Certificate or National ID Card or Passport	
	Three (03) 4x6 ID photos (with details of applicant's full name, Date of Birth on the back)	
	01 Original Health Certificate	
<b>ONLY for students who start directly with EAP4, EAP5 or study without English courses</b>	01 Certified copy of the following English certificates, namely IELTS (Academic) 5.5, TOEFL 500, TOEFL iBT 46, B2 certificate	At least 2 months before the commencement day of stage 2

*If you fail to submit any of the mentioned documents above of Stage 1, you will be banned from any midterm/ final exams.*

## Stage 2

Items	Deadline
01 Application form for stage 2 (Online)	At least 2 months before the commencement of stage 2
01 Certified copy of High school Certificate (if not submitted yet)	
01 up-to-date Original Health Certificate (valid within 6 months from the start date of stage 2)	

*If you fail to submit any of the mentioned documents above of Stage 2, you will not be able to enter Stage 2.*

# Important Dates

Dates	Event
<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
<b>2 January 2023</b>	<b>Term 1 2023 starts</b>
31 December 2022	Census date for Term 1
16 January – 29 January 2023	Public holiday
17 April – 29 April 2023	Exam week
30 April 2023	Term 1 ends
30 April – 14 May 2023	End-of-session break
<b>15 May 2023</b>	<b>Term 2 2023 starts</b>
12 May 2023	Census date for Term 2
14 August – 26 August 2023	Exam week
27 August 2023	Term 2 ends
27 August – 10 September 2023	End-of-session break
<b>11 September 2023</b>	<b>Term 3 2023 starts</b>
8 September 2023	Census date for Term 3
4 December – 16 December 2023	Exam week
17 December 2023	Term 3 ends
17 December 2023 – 01 January 2024	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 are 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>12 September 2022</b>	<b>EAP 0922 starts</b>
31 August 2022	Census date for September course
10 October 2022 – 15 October 2022	Midterm exam week
14 November 2022 – 19 November 2022	Final exam week
20 November 2022 – 04 December 2022	End-of-session break
<b>17 October 2022</b>	<b>EAP 1022 starts</b>
03 October 2022	Census date for October course
14 November 2022 – 19 November 2022	Midterm exam week
19 December 2022 – 24 December 2022	Final exam week
25 December 2022 – 02 January 2023	End-of-session break
<b>05 December 2022</b>	<b>EAP 1222 starts</b>
21 November 2022	Census date for December course
03 January 2023 – 07 January 2023	Midterm exam week
16 January 2023 – 29 January 2023	Public holiday
20 February 2023 – 25 February 2023	Final exam week
26 February 2023 – 12 March 2023	End-of-session break
<b>13 March 2023</b>	<b>EAP 0323 starts</b>
27 February 2023	Census date for March course
10 April 2023 – 15 April 2023	Midterm exam week
01 May 2023 – 07 May 2023	Public holiday
22 May 2023 – 27 May 2023	Final exam week
28 May 2023 – 11 June 2023	End-of session break

Dates	Event
<b>12 June 2023</b>	<b>EAP 0623 starts</b>
29 May 2023	Census date for June course
10 July 2023 - 15 July 2023	Midterm exam week
14 August 2023 - 19 August 2023	Final exam week
20 August 2023 - 10 September 2023	End-of-session break
<b>11 September 2023</b>	<b>EAP 0923 starts</b>
28 August 2023	Census date for September course
09 October 2023 - 14 October 2023	Midterm exam week
13 November 2023 - 18 November 2023	Final exam week
19 November 2023 - 03 December 2023	End-of-session break



# Available Scholarship Programs

	Requirements		Value
OFFSHORE SCHOLARSHIP PROGRAMS	For the first year (8 units/ academic year)	Scholarships for new students vary from 20% up to 50% off tuition fees for the first year based on previous study performance and English proficiency.	 
	For the following years (8 units/ academic year)	Maintain a GPA of at least 8.5 in each academic year as a full-time student at ISB OR achieve PTE 84* at the end of year 1 (or year 2). (*one-off consideration)	
		Maintain a GPA of at least 8.0 in each academic year as a full-time student at ISB OR achieve PTE 79* at the end of year 1 (or year 2). (*one-off consideration)	
ONSHORE SCHOLARSHIP PROGRAMS	Transfer to study at Western Sydney for at least one year and achieved a GPA of 75%+ for units completed at ISB.		AU\$6,000
	Transfer to study at Western Sydney for at least one year.		AU\$3,000

*\*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 sites for students. 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/>

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

## 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

Guidelines are available at: [http://myisb.isb.edu.vn/?Page=huongdansv\\_en](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: 39160006@student.westernsydney.edu.vn) and the first-time password is the ID number (in capitals). 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

## 🔗 **Canvas E-learning** (<https://lms.westernsydney.edu.vn/login/canvas>)

Every student is provided with an account to access to the E-Learning online system in order to download necessary learning materials, do online quizzes/exams, submit assignments, check for grades, and connect to other fellow students as well as their lecturers. Student can access Canvas:

**1. From email:** By signing in to their student email account and find the email named "Course Invitations" and click "Get Start".

**2. Directly:** By visiting <https://lms.westernsydney.edu.vn/login/canvas> and logging in with the Username and Password provided via WSU student email.

For example: Username / Email: 21000625 - Pass: 21000625

## 🔗 **Smart-Library**

Students are given access to the smart library by:

- Step 1: Access <https://smartlib.ueh.edu.vn/>
- Step 2: Click the Login icon at the top right corner of the screen
- Step 3: Choose UEH - ISB
- Step 4: Enter your student email and password
- Step 5: Explore Smart Library

## **Stage 2**

### 🔗 **Enrolment**

Students are required to enroll in both:

- [Myisb.isb.edu.vn](http://Myisb.isb.edu.vn) (**MyISB**)
- [Westernsydney.edu.au](http://Westernsydney.edu.au) - My Student Records (**MySR**)

Find how to enrol in MySR at: <https://bit.ly/2Ydqxli>

### 🔗 **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://bit.ly/3tOhZJK>

### 🔗 **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://bit.ly/38sdgHi>

### 🔗 **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 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 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 groups 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 text book 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\$21,041 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 an apartment with your friends, and whether you can cook for yourself. Remember, your living expenses are separate from your tuition fees.

Item	Annual expense
Tuition fees	AU\$29,500
Living costs	AU\$21,041
Travelling costs	AU\$2,000
<b>Total expected costs</b>	<b>AU\$52,541</b>

## 📌 Accommodation

Make sure you find the right home for you!

### • On-campus accommodation

Western Sydney University offers a wide range of on-campus accommodation (Western Sydney 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 ISB students currently studying at Western Sydney.

### • Homestay accommodation

Homestay 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 Homestay accommodation vary, however a typical homestay will be around AUD\$300 per week.

## 📌 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 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 Western Sydney 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 ISB for Stage 1 of the program;
- continue to pay fees as per normal to 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 from 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 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.

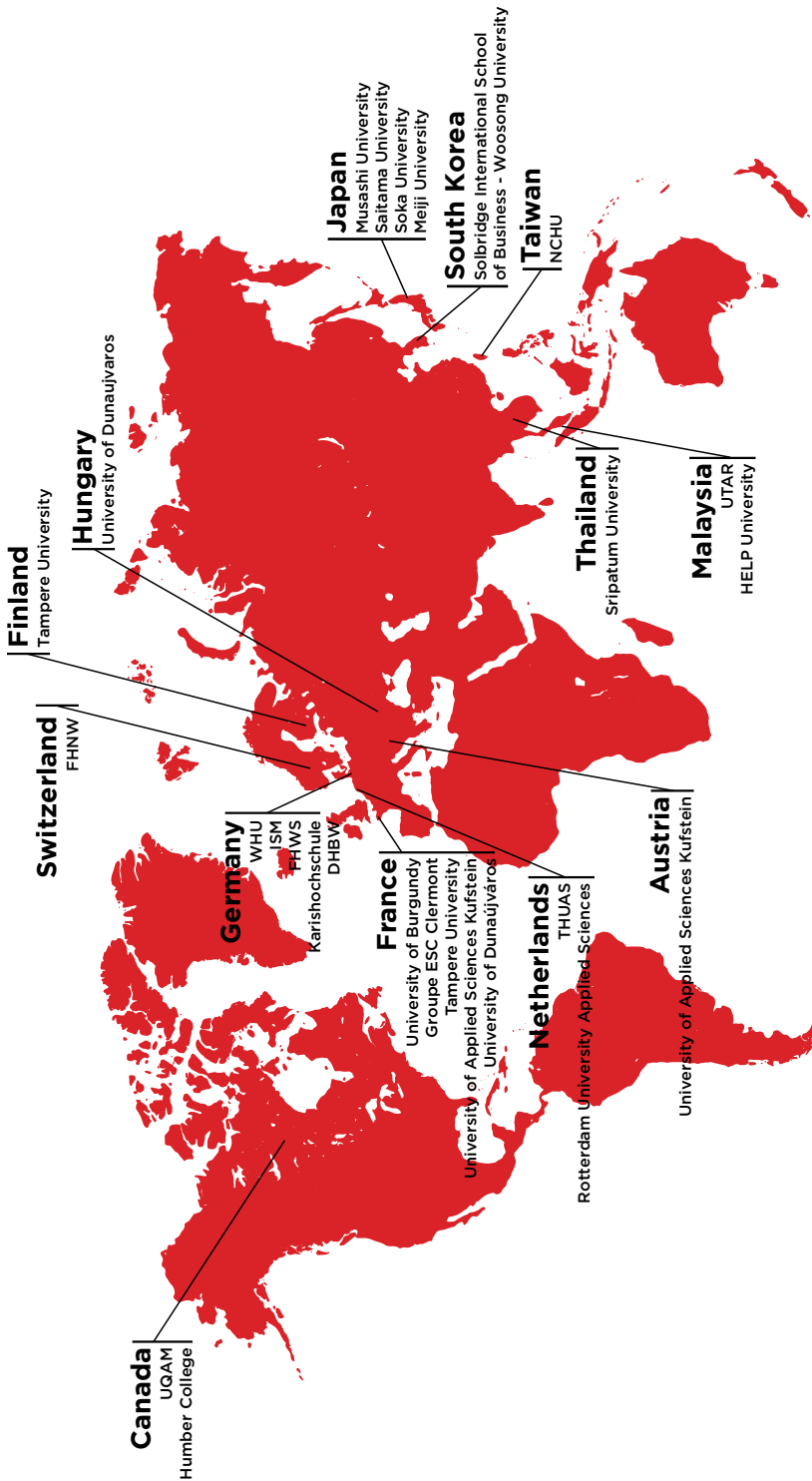
## 🔗 Am I eligible?

You are eligible to participate in the Exchange Program if you have a passing GPA of at least 30 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 the Exchange Program once you enter 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 Ms. Tram Anh Phan at [tramanh.phan@isb.edu.vn](mailto:tramanh.phan@isb.edu.vn) for further consultation.



## 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 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 key words
- quickly read through the preface or introduction and conclusion to get a general idea or read the abstract of a journal article.





# 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 sense 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://bit.ly/3BiBtwe>)

## 📌 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 Western Sydney, 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 Western Sydney University, 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 Western Sydney. 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.

# 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**. On the app you can keep track of what you've got going on by organising tasks and adding deadlines. (<https://todoist.com/>)



*Get exam ready ...* with **Exam Countdown**. 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. (<https://examcountdownapp.com/>)



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



*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

# 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 Western Sydney 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.

## 📍 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, Vo Thi Sau Ward, 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:*

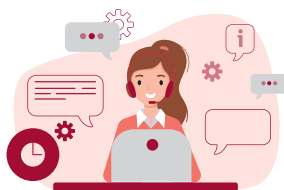
- ✎ Account Name: Vien Dao tao Quoc te
- ✎ Address: 17 Pham Ngoc Thach, Vo Thi Sau Ward, District 3, Ho Chi Minh City
- ✎ Account Number: 00361 00000179 001
- ✎ Bank: Orient Commercial Joint Stock Bank (OCB), Branch Gia Dinh
- ✎ Content: [Student name - Student ID - Class name] WSU BBUS/ BCOMM

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



# Graduation and Academic Documents

## 📍 Graduation

In order to complete your program and graduate from Western Sydney University, there are 5 main steps to go through to ensure you have a seamless experience.

**Step 1:** Apply to Graduate: Graduating is not an automatic process. All graduate students must register to graduate during the last session of their course of study as defined by the relevant rules of the course in which they are enrolled.

**Step 2:** Eligibility Review:

Your application is assessed by the University to confirm that you meet the program rules and are eligible to complete your degree. If you apply to graduate and are deemed ineligible, you will receive an outcome including what is required for you to complete your program.

If you are deemed to be eligible to graduate, you will receive further guidance on the next steps.

**Step 3:** Conferral: Conferral is the official University process by which student' degrees are awarded. You are considered a graduate of Western Sydney University once your conferral date has passed. Once you are conferred, you will be able to order your official Graduation Documents. You will also be invited to attend a Graduation Ceremony.

**Step 4:** Graduation documents: You will receive an email inviting you to order and pay for your graduation documents online. They will be mailed to your nominated address by registered post. Graduation documents include your Testamur (degree certificate) and the Australian Higher Education Graduation Statement (AHEGS). Note: You will not receive your graduation documents at your graduation ceremony.

**Step 5:** Graduation ceremony: All conferred students will receive an invitation to attend the next round of graduation ceremonies, normally at the Parramatta South campus. You can either attend the ceremony, defer the ceremony, or graduate in absentia.

Successful completion of all these steps makes you a Western Sydney University Graduate and you are now one of our Alumni. Find out everything our Alumni team can do for you at [Alumni](https://www.westernsydney.edu.au/alumni) (<https://www.westernsydney.edu.au/alumni>)

## 📍 Award Ceremony

Beside your official graduation conferred by Western Sydney University, UEH-ISB also hold an Award Ceremony in order to celebrate your graduation.

Whether you attend your Graduation or not, you are all welcomed to the Award Ceremony. If you are eligible to graduate, we will contact you at least 2 weeks prior to the event, provide your ceremony date and time, along with information on registering and paying to attend, hiring your regalia and ordering tickets for your guests.

### 📌 **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 for Stage 1 subjects, you can lodge the online form. Find the form at MyISB --> Register Certificate. The papers will be made available within 5 working days from the requested date. Then you can pick it up at the ISB reception at 196 Tran Quang Khai, District 1 Campus.
- ↘ For the results of Stage 2 units, you need to order via 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 <https://bit.ly/3Br1714>

### 📌 **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 ISB and will be available within 5 working days upon student's request.

So as to get the confirmation letter, you can fill in the online application form at MyISB => Register certificate. After the process, you can come to ISB reception at 196 Tran Quang Khai, District 1 Campus to take it.

### 📌 **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://bit.ly/3BFLYKn>

# 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.

Listed below are some highlights of policies. Find the full policy version on MyISB (MyISB => Legal documents) and at Western Sydney site (Westernsydney.edu.au => Policies).

## 🔗 Admission

An applicant must accept their admission offer within the specified timeframe or the offer will lapse.

The University reserves the right to withdraw or cancel an offer or enrolment where:

- a. the offer was made on the basis of incomplete or inaccurate information the applicant or certifying authority supplied;
- b. there are insufficient enrolments to make the relevant program viable;
- c. an error has been made in assessing or processing the application;
- d. the condition of the offer has not been satisfied by the specified date; or
- e. there is non-compliance of legislative requirements.

## 🔗 Enrolment

Students are informed clearly about the registered courses, schedule, course outlines, enrolment requirements, and examination requirements at the beginning of the teaching session on MyISB website. In order to participate in classes and other educational activities of the University, and to receive a final grade for the work done, a student must be formally enrolled.

To ensure valid enrolment, students are personally responsible for:

- ↳ Registering and making sure they are enrolled correctly in each session via MyISB;
- ↳ Checking all enrolment details and informing Student Advisors in writing of any errors or omissions before the approved census date. Failure to advise the University about any incorrect enrolment details by the approved census date/s can result in both academic and financial penalties; and
- ↳ Ensuring the enrolment meets course requirements which are consistent with the approved course structure

Students will be restricted to enrolling in a maximum of 40 credit points in a semester, unless approval to enrol in additional units is obtained from the Student Advisors.



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 may withdraw from a unit without academic penalty and financial 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.

All compulsory fees and charges must be paid by the census date. Failure to pay fees and charges by the prescribed date will lead to termination of enrolment.

### **🕒 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 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). If a student gets a grade of zero (0) for the midterm or final assessment, the total score of the subject will be up to the maximum of 4.9 (Fail) Students will face mark deduction or even a grade of zero (0) if they violate academic dishonesty such as cheating and plagiarism.

Please refer to school policy via the link:

<https://myisb.isb.edu.vn//?Page=giaotrinh&idLoai=42>

## ◊ Grading Table:

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:

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

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:**

- a. Grade points for specific unit refers to the numerical value allocated to particular grades (e.g. H = 7; see table above);
- b. Credit points for same specific unit refers to the credit points allocated to the unit studied (e.g. 10 cp); and
- c. 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:

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

**🔗 Grading Rules:**

All of the elements relating to Grading Rules should be clearly addressed in the Learning Guide, with reminders given in class and through the LMS.

Moderation practices are essential for quality assurance purposes. Moderation must occur before the marks for an assessment task are returned to students and not afterwards.

Moderation should ensure that markers develop a shared understanding of the expected standards and apply them consistently. The relevant Associate Dean and Learning Futures staff can give advice about discipline-appropriate moderation practices.

Assessment-related decisions that may impact a student's progression or graduation must:

- + be based solely on the assessments specified for that purpose; and
- + not depend on judgments made by a single marker without review by colleagues for calibration or moderation.

Before submitting final marks and grades for approval by the School, the Subject Coordinator (or equivalent) must ensure that individual student grades that are one mark below a grade boundary (for example, 49 F or 64 P) have been reviewed to confirm that the criteria and standards have been applied properly and to determine whether the student has met the subject learning outcomes and can be awarded the higher grade. Students with final marks between 45% and 49% can consider applying for a supplementary examination.

Results will only be communicated to students through formal channels, MyISB for Stage 1 and MySR for Stage 2.

For more information, please refer to

<https://policies.westernsydney.edu.au/document/view.current.php?id=227>

### 🔗 **Circumstances when all Grades in a Subject may be Reviewed**

Subject Coordinators (or equivalent) may be asked to justify final grades allocated to a cohort.

If a significant number of students in a cohort receive extremely high or extremely low or bunched grades, or if there are significant inconsistencies between groups undertaking the subject in different locations or by different modes, this may indicate a failure to properly apply the criteria and standards application to the assessment items in the subject.

Where it appears that criteria and standards may not have been properly applied, the SAC will ask the Deputy Dean or nominee to investigate the matter in consultation with the Subject Coordinator and DAP (or equivalent). Re-marking of assessment tasks or adjustment of marks may be undertaken in these exceptional circumstances, and the Subject Coordinator (or equivalent) will be advised of the outcome. It may be necessary for some or all of the results for the whole subject to be withheld pending investigation.

### 🔗 **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.

### **🔗 Supplementary assessments in stage 2 subjects**

Students will be eligible to apply for a supplementary assessment attempt where they:

- a. have failed a stage 2 unit either by failing one item or multiple items whose cumulative total amounts to less than 50% of the marks available; and
- b. have come within 5% of the passing grade for the unit (scoring 45-49%).

Students will not be eligible for a supplementary assessment where a fail grade has been imposed as a result of a finding of misconduct under the Student Misconduct Rule. Students must apply for a supplementary assessment in writing to the Unit Coordinator (or equivalent) within five working days of the official notification of results. One attempt only will be offered to achieve a pass in the supplementary assessment.

The final grade awarded for the unit will be 'Pass' with a mark of 50 or, if the marks are lower than the original attempt, the original mark will stand. Submitting an application does not automatically mean the supplementary exam will be granted. Students will be notified in writing when their applications have been approved or rejected usually by email.

### **🔗 Late Submission of Assessments**

All quizzes, mid-term tests, group assignments and final exams 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 their applications have been approved or rejected usually by email.

There will be no supplementary mid-term exam or quiz, assignment. 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 20 minutes before 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.

If you are unable to attend a final exam due to a serious illness, misadventure or other exceptional circumstance beyond your control, you can apply for a deferred exam. A Deferred Exam Application with evidence must be lodged online no later than 5.00 pm on the second working day after your scheduled exam.

Under the Western Sydney University Special Consideration Policy, permission to sit a deferred exam will only be granted in the event of exceptional and unavoidable circumstances where rescheduling the exam is demonstrated to be the only reasonable option. These circumstances include:

- a certified medical condition
- sporting or cultural commitments only where a student has been selected, through a formal documented process, to represent or participate in a state, national or international event
- serious personal or emotional trauma
- substantial change to routine employment arrangements or status beyond the student's control
- major technical issues that prevented you from starting your online exam during the main session

Note: Access to a deferred exam is a privilege and not an automatic right. As a general rule, neither pressures of work or university studies, nor other avoidable events or commitments, are sufficient reasons for deferring an exam.

Deferred exams are not granted for:

- pre-arranged holidays, including overseas travel
- if you misread your exam timetable
- for social and leisure events, including sporting and cultural commitments other than at state, national or international representative level
- if you commenced your online exam but could not finish it due to technical issues (in this case you may be eligible for Special Consideration).

Students should contact their Student Advisor for details.

## ◊ 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 online to Student Advisor within 10 working days of the results being released on MyISB (Stage 1) and MySR (Stage 2).

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**

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 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 in 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 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 authorised by the lecturer exclusively for note-taking 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

ISB 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 that exposes the midriff will not be allowed  
Clothing exposing 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 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 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, proofread what is written in the email before sending it.

Students should also allow 5-7 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 best to make an appointment with your lecturers/ISB staff to meet in person.



# Student Code of Conduct

## 📍 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.

Listed below are some highlights of the student code of conduct. Find the full policy version on MyISB (MyISB => Legal documents) and at Western Sydney site (Westernsydney.edu.au => Policies)

## 📍 Collegiality and Participation

The University values collegiality and participation in decision making, recognising that the University is enriched by diverse contributions from staff and students. Students will foster collegiality and participation by:

- a. treating others with fairness, respect and courtesy;
- b. not acting in a manner that is threatening, harassing, bullying, discriminatory, victimising, vilifying or intimidating, or likely to adversely affect the safety, health, well-being and reputation of others; and
- c. not acting in a manner that disrupts any teaching, learning or research activity of the University.

## 📍 Equity and Inclusiveness

The University is committed to creating a welcoming and culturally inclusive environment based upon mutual respect. It welcomes and supports people of all cultural, national and ethnic backgrounds, gender identities and sexual orientations, ages, abilities, religious beliefs and family responsibilities. Students will ensure equality of opportunity by:

- a. supporting a culture of inclusiveness and respect for difference;
- b. being proactive in learning about and respecting the cultural backgrounds of others; and
- c. committing to a scholarly environment that is free from all forms of unlawful discrimination.

## ◊ Integrity

The University values integrity across its academic, research, teaching, professional, public and administrative activities. Students will promote integrity in carrying out these activities by:

- a. giving due acknowledgement to the ideas, work and contribution of others and ensuring the proper use of copyright material;
- b. understanding and avoiding plagiarism, collusion, cheating, providing their work to others, misrepresenting the work of others as their own, including their own previously submitted work without agreement of the Subject Coordinator;
- c. acting honestly and ethically, upholding the highest standards of academic integrity in the production of all academic work and assessment tasks, including the conduct of research, and upholding the Student Honour Code;
- d. following the reasonable direction of any member of University staff while on campus, in University buildings or while using University services, including directions concerning the use of electronic devices and online activities; and
- e. following the reasonable direction of staff from any affiliate or external stakeholder where the student is engaged in placement, field work, practicums or student mobility opportunities, including directions concerning the use of electronic devices.

## ◊ Ethics and Accountability

The University values ethical decision making and accountability and expects students to take responsibility for their actions whilst at University. Ethics and accountability entail an obligation to report on, explain and be responsible for one's actions and their consequences. Students will:

- a. act with care, diligence and honesty;
- b. maintain the privacy and confidentiality of other's personal, academic or commercial information, including in group work, electronic or other communications and as part of academic work or research;
- c. exercise care in the use of University equipment; and
- d. discharge all responsibilities with integrity and in accordance with the University's policies and procedures. This includes:
  - i. meeting financial commitments to the University, as required;
  - ii. providing accurate personal and contact details to the University and keeping those details up to date;

- iii. reading and responding in a timely manner to official communication from the University and communication related to their University program;
- iv. carrying their University Student ID card at all times while on campus and producing it to University staff when required as proof of identity;
- v. not using mobile phones or other similar devices in lectures, classes, or formal learning and study spaces except with the consent of the lecturer, as part of the teaching content of the subject, or in emergency situations and then with the least disruption to other students and staff;
- vi. complying with the rules, policies and procedures of external organisations and the laws of other jurisdictions as applicable whilst on any University placement or student mobility experience; and
- vii. complying with the requirements and standards of use of University resources and services, taking due care and consideration for the correct operation and rights of other users.



# 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 of the basic differences to help get you started.

Topic / term	High school	University
<b>Types of assignments</b>	The assignment types received in high school are limited and designed for straight-forward assessment.	Types of assessments vary and are designed to encourage critical thinking and independent learning. Most study work takes place outside class.
<b>Scheduling</b>	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.
<b>Grievances</b>	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.
<b>Support</b>	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.
<b>Contact with parents</b>	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.
<b>Teachers vs academics</b>	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.



# We are WSU-ers Global Citizens

WSU Bachelor of  
Business degree  
with Distinction



Job offers



IELTS 8.0+  
PTE 80+



**Q:** How should I prepare myself to become a global citizen?

**A:** Besides studying in class, I am willing to participate in co-curricular activities to supplement the academic curriculum and help in learning by doing. In addition, I set the target to achieve PTE 80+ (IELTS 8.0+), to graduate from uni with Distinction and to receive job offers from multinational companies. I believe this will prove myself ready for becoming a global citizen.

“Co-curricular activities are undertaken along with academic studies. These activities help you to develop problem-solving, reasoning, critical thinking, creative thinking, communication and collaborative abilities. Overall, these contribute to the development of your own personality, that is why the importance of co-curricular activities is immense.



# CO-CURRICULUM ACTIVITIES IN WESTERN SYDNEY VIETNAM

## Launch Pad VN



At Launch Pad VN, students with a passion for startups cannot only consolidate and nurture the start-up idea, and implement business knowledge and skills into practical projects, but also build a network with investors and specialists.



## ISB Gavel Club



Gavel clubs are a way of providing the Toastmasters experience to high school students. Here you have a chance to support these young students to develop public speaking and leadership skills.

## Welcome Night

A welcome event to all freshers to explode your energy and kick off a new academic year.



## SSR Project

Student Social Responsibility (SSR) Project, which was founded with the purpose of fostering unfortunate children a chance to have a better life, is operated by the young and responsible students of Western Sydney Vietnam. Through “Tet se chia” and “Net chu trao em”, students create meaningful activities to raise funds as well as educate poor children in community classrooms.

## Flights of Wisdom



Flights of Wisdom was established with the aim of assisting and guiding students who are struggling with studying fundamental subjects. Specifically, participants will be instructed directly by high-achieving students under the academic guidance of consultants who are lecturers at Western Sydney University Vietnam



## Talk shows/Seminars/ Training/Contests/Events

University life is not just about the classes. It's also an excellent opportunity to make ideal friends, try new things, develop your interests and nourish your dreams. This is the reason why many series of events, such as the Core Values Contest, “Make this Home” campaign, Business Pitching Competition, ASEAN ++ Bridge, etc. are organized to provide various valuable playgrounds for students aiming to ignite their knowledge, skills, and talents.



## CareerHub VN

Under the partnership between Western Sydney University (Australia) and Western Sydney University Vietnam, CareerHub VN is a career orientation program to help students improve employability, understand company's culture and jobs so that they can make rational evaluation and decisions about their careers, provide guidelines for students to understand themselves and consultant for self-development.



## Regular Sport Practice

Sports practice and competitions are organized annually to enable students to increase their health and fitness while emphasizing the importance of a healthy lifestyle. We organized a Yoga course, Zumba course, and co-organize sport competitions with other partners.



## Student Social Network



Students can connect with the university and the students' community through official WSU's social media platforms (Facebook, YouTube, Tiktok, LinkedIn and Spotify) to stay updated with the programs and events timely and accurately. Students can also join the Facebook page of Life at Western Sydney which demonstrates the life, stories, and opinions of all students of WSU.

## Talk shows on study methods

As a part of the Orientation Week, Recipe for Study Success consists of several talk shows revolving around programs, subjects, and study methods in the curriculum of Stage 1 for new students. The series of talk show provides freshers with helpful learning tips to help them effectively improve their academic performance at university.

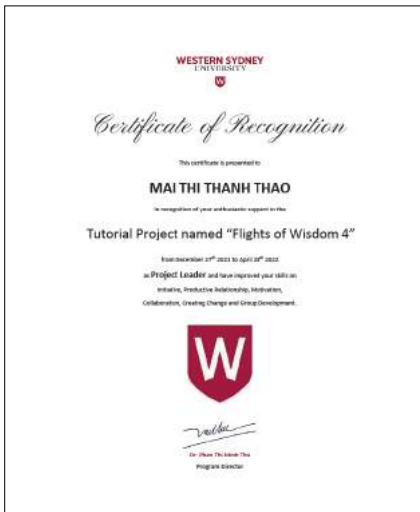


## WSU Book Space

The WSU Book Space is a book library project of the student community of WSU. The project was born with the mission to instill reading culture among students, as well as to create an outstanding space and useful book resource for everyone to exchange and share knowledge, and to build a reading ecosystem on encouraging and thriving in reading. Since well-developed reading skills is the key to success in studying at WSU, seize this chance to join the Book Space now to become a knowledgeable reader of WSU.



## RECOGNITION LETTERS FROM WESTERN SYDNEY VIETNAM





**Student Advisors Department**

(028) 3920 9999 (Ext 789)  
wsuprogram@westernsydney.edu.vn

**Student Experience Department**

(028) 3920 9999  
students@westernsydney.edu.vn

**EAP Department**

(028) 3920 9999  
englishprogram@isb.edu.vn

**Study Abroad Department**

(028) 3535 8888  
overseas.study@isb.edu.vn

**Accounting Department**

(028) 3920 9999  
ketoanwsu@isb.edu.vn

**Student Exchange Department**

(028) 3920 9999  
tramanh.phan@isb.edu.vn

**Registrar and Testing Department**

(028) 3920 9999  
testing@westernsydney.edu.vn

**WESTERN SYDNEY UNIVERSITY VIETNAM**

Address: 17 Pham Ngoc Thach Street, District 3, Ho Chi Minh City  
41-43 Vo Van Tan Street, District 3, Ho Chi Minh City  
279 Nguyen Tri Phuong Street, District 10, Ho Chi Minh City  
196 Tran Quang Khai Street, District 1, Ho Chi Minh City

Tel: (028) 3920 9999 | [www.westernsydney.edu.vn](http://www.westernsydney.edu.vn) | [www.isb.edu.vn](http://www.isb.edu.vn)