

Ho Chi Minh City, 7 December 2016

ANNOUNCEMENT

Regarding: The enrolment for Quarter 1 - 2017 (HK2/ 2016-2017)

TO: All students

The International School of Business would like to announce the enrolment for BBC students in the Quarter 1 - 2017 as follows.

1. Enrollee: All BBC – WSB students

2. Online enrolment dates:

- **Stage 1:** Eduman (online.isb.edu.vn) **From 8:00, 12 December 2016 to 24:00, 13 December 2016**
- **Stage 2:** Students are required to enrol online in **BOTH** MyStudentRecord (Western Sydney) and Eduman
 - Eduman (online.isb.edu.vn): **From 8:00, 12 December 2016 to 24:00, 13 December 2016**
 - MySR (Western Sydney system): **From 19 December 2016 to 23 December 2016**

3. Enrolment requirements:

- All students must follow the course structure and requirements.
- Those students who are going to study with other batch or to repeat any subjects are required to submit **Add-drop subjects request form**
 - **To:** Ms. Minh Chu – Stage 1 or Ms. Hoàng Anh – Stage 2
 - **Time:** From 8:00 on 7 Dec 2016 to 4pm on 23 Dec 2016
 - **Place:** 17 Pham Ngoc Thach, Ward 6, District 3, HCMC
- The forms can be downloaded at: <http://online.isb.edu.vn/?Page=giaotrich&idLoai=39>

4. Enrolment instructions:

- ❖ To enroll in a unit on **Eduman**, you are required to do the following steps.

Step 1: Go to ISB website: www.online.isb.edu.vn

Step 2: Log-in to the online system using your student account (Username and password)

Step 3: Click “Đăng ký học→Đăng ký theo kế hoạch” and follow the instructions.

Step 4: Once you have completed the enrolment, go to “Đăng ký học→Kết quả đăng ký” to check the enrolment confirmation.

- ❖ To enroll in a unit on **MySR**, please follow the below link for instruction.

https://www.westernsydney.edu.au/currentstudents/current_students/using_uws_online_systems/how_to_guides/how_to_enrol

5. Unit withdrawal:

- Census date (**15 January 2017**) 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.
- In order to withdraw a unit, students need to submit a withdrawal form (which can be downloaded at: <http://online.isb.edu.vn/?Page=giaotrinh&idLoai=39>) and all supporting documents to Student Service Department - 17 Pham Ngoc Thach, District 3, HCMC
- Book an appointment with:
 - Ms. Minh via email: minh.chu@isb.edu.vn for BBC students (stage 1)
 - Ms. Hoang Anh via email: hoanganh@isb.edu.vn for BBC students (stage 2)
- While waiting for the application approval, students must go to class as normal.

6. Payment:

- Students have to pay the required tuition according to the tuition announcement either in cash or by bank transfer.
 - In cash: The Accounting Department, Room V102, 17 Pham Ngoc Thach Street, District 3, HCMC
 - Bank transfer:
 - Account Name: Viện Đào tạo Quốc tế
 - Address: 17 Phạm Ngọc Thạch, Phường 6, Quận 3, TP Hồ Chí Minh.
 - Account Number: 00361 00000 179 001
 - Bank: Ngân hàng Phương Đông, Phòng giao dịch Duy Tân

7. Contacts:

- Tuition fee: Ms. Bích Phương, bichphuogn@isb.edu.vn
- Eduman support: Mr. Tuấn, tuán.nguyễn@isb.edu.vn
- MySR (Western sydney) support: westerncentral.edu.au -> Link -> MyIT (Log in to chat online with IT support team within working hours)
- Other issues:
 - Stage 1: Ms. Minh Chu, minhchu@isb.edu.vn
 - Stage 2: Ms. Hoàng Anh, hoanganh@isb.edu.vn

8. Notes:

- Students must check schedules on the website and attend the right classes. Students are not allowed to change the classes or units without the school's approval.
- Students who still own tuition fees after the tuition payment deadline will be eliminated from their enrolled classes. All receipts / invoices have to be carefully stored for confirmation if required.

DEAN
Signed
Assoc.Prof. Quan Tran

COURSE SCHEDULE

Stage 1:

No	Unit code	Class	Unit Name	Start	End	Exam Week	Day	Time	Lecturer
1	FOU103	BC-Q117WSB-1	Business Communications	03/01/17	25/03/17	27/3-1/4/17	Mon(PM)	13h00-15h00	Tran D. Viet
							Wed(PM)	13h00-15h00	
2	FOU103	BC-Q117WSB-2	Business Communications	03/01/17	25/03/17	27/3-1/4/17	Mon(PM)	15h30-17h30	Tran D. Viet
							Wed(PM)	15h30-17h30	
3	FOU103	BC-Q117WSB-3	Business Communications	03/01/17	25/03/17	27/3-1/4/17	Tue(AM)	10h00-12h00	Tran D. Viet
							Thu(AM)	10h00-12h00	
4	MAN101	PM-Q117WSB-1	Principles of Management	03/01/17	25/03/17	27/3-1/4/17	Tue (AM)	7h30-9h30	Dr. Nguyễn Hoàng Lê
							Thu(PM)	13h00-15h00	
5	MAN101	PM-Q117WSB-2	Principles of Management	03/01/17	25/03/17	27/3-1/4/17	Tue (AM)	10h00-12h00	Dr. Nguyễn Hoàng Lê
							Wed(PM)	13h00-15h00	
6	MAN101	PM-Q117WSB-3	Principles of Management	03/01/17	25/03/17	27/3-1/4/17	Wed(PM)	15h30-17h30	Dr. Nguyễn Hoàng Lê
							Thu(PM)	15h30-17h30	
7	ECO201	ME-Q117WSB-1	Managerial Economic	03/01/17	25/03/17	27/3-1/4/17	Tue (AM)	7h30-9h30	Dr. Phạm Đình Long
							Thu(AM)	7h30-9h30	
8	ECO201	ME-Q117WSB-2	Managerial Economic	03/01/17	25/03/17	27/3-1/4/17	Tue (AM)	10h00-12h00	Dr. Phạm Đình Long
							Thu(AM)	10h00-12h00	
9	MAN202	OB-Q117WSB-1	Organization Behaviour	03/01/17	25/03/17	27/3-1/4/17	Mon(AM)	7h30-9h30	Dr. Phạm Quốc Hưng
							Thu(PM)	13h00-15h00	
10	MAN202	OB-Q117WSB-2	Organization Behaviour	03/01/17	25/03/17	27/3-1/4/17	Mon(AM)	10h00-12h00	Dr. Phạm Quốc Hưng
							Thu(PM)	15h30-17h30	
11	FIN201	CF-Q117WSB-1	Corporate Finance	03/01/17	25/03/17	27/3-1/4/17	Tue (PM)	15h30-17h30	Tu Thi Kim Thoa
							Thu(AM)	10h00-12h00	
12	FIN201	CF-Q117WSB-2	Corporate Finance	03/01/17	25/03/17	27/3-1/4/17	Mon(PM)	15h30-17h30	Tu Thi Kim Thoa
							Wed(PM)	15h30-17h30	
13	MAR201	CB-Q117WSB-1	Consumer Behaviour	03/01/17	25/03/17	27/3-1/4/17	Wed(PM)	13h00-15h00	Dr. Lê Nhật Hạnh
							Fri(PM)	13h00-15h00	
14	MAR201	CB-Q117WSB-2	Consumer Behaviour	03/01/17	25/03/17	27/3-1/4/17	Wed(PM)	15h30-17h30	Dr. Lê Nhật Hạnh
							Fri(PM)	15h30-17h30	

Note: -Census date for quarter 1 -2017 is 15 January 2017

Stage 2:

No	Unit code	Class	Unit Name	Start	End	Exam	Day	Time	Lecturer
1	200909	EL-Q117BBC-1	Enterprise Law	02/01/2017	25/03/2017	27/03/17 - 1/4/17	Tue (PM)	13h00-15h00	Bryan Wicks
							Fri (PM)	13h00-15h00	
2	200909	EL-Q117BBC-2	Enterprise Law	02/01/2017	25/03/2017	27/03/17 - 1/4/17	Tue (PM)	15h30 - 17h30	Bryan Wicks
							Fri (PM)	15h30 - 17h30	
3	200101	AIM-Q117BBC-1	Accounting Information for Managers	02/01/2017	25/03/2017	27/03/17 - 1/4/17	Tue (PM)	13h00-15h00	Manoj Menon
							Thu (PM)	13h00-15h00	
4	200101	AIM-Q117BBC-2	Accounting Information for Managers	02/01/2017	25/03/2017	27/03/17 - 1/4/17	Tue (PM)	15h30 - 17h30	Manoj Menon
							Thu (PM)	15h30 - 17h30	
5	200094	IMk-Q117BBC-1	International Marketing	02/01/2017	25/03/2017	27/03/17 - 1/4/17	Mon (AM)	7h30-9h30	Võ Thành Long
							Sat (PM)	10h00-12h00	
6	200087	SMM-Q117BBC-1	Strategic Marketing Management	02/01/2017	25/03/2017	27/03/17 - 1/4/17	Mon (AM)	10h00-12h00	Trần Hà Minh Quân
							Wed (AM)	10h00-12h00	
7	200096	MPP-Q117BBC-1	Marketing Planning Project	02/01/2017	25/03/2017	27/03/17 - 1/4/17	Mon (PM)	13h00-15h00	Huỳnh Quang Minh
							Wed (AM)	7h30-9h30	
8	200091	BBM-Q117BBC-1	Business to Business Marketing	02/01/2017	25/03/2017	27/03/17 - 1/4/17	Tue (PM)	15h30 - 17h30	Nguyễn Thúy Hằng
							Thu (PM)	15h30 - 17h30	
9	200815	GS-Q117BBC-1	Globalisation and Sustainability	02/01/2017	25/03/2017	27/03/17 - 1/4/17	Mon (PM)	13h00-15h00	Phạm Bích Ngọc
							Fri (PM)	13h00-15h00	
10	200819	IM-Q117BBC-1	Investment Management	02/01/2017	25/03/2017	27/03/17 - 1/4/17	Thu (AM)	7h30-9h30	Phùng Đức Nam
							Fri (AM)	7h30-9h30	
11	200819	IM-Q117BBC-2	Investment Management	02/01/2017	25/03/2017	27/03/17 - 1/4/17	Thu (AM)	10h00-12h00	Phùng Đức Nam
							Fri (AM)	10h00-12h00	
12	200537	EFEP-Q117BBC-1	Economics and Finance Engagement Project	02/01/2017	25/03/2017	27/03/17 - 1/4/17	Mon (AM)	7h30-9h30	Nguyễn Vũ Hồng Thái
							Wed (AM)	7h30-9h30	