

Ho Chi Minh City, 5 June 2017

ANNOUNCEMENT

Regarding: The enrolment for Quarter 3 - 2017 (HK4 / 2016-2017)

TO: All students

The International School of Business would like to announce the enrolment for Western Sydney Bachelor students in the Quarter 3 - 2017 as follows.

1. **Enrollee:** All BBC and WS BBUS students

2. **Online enrolment dates:**

- **Stage 1:** Eduman (myisb.isb.edu.vn) **From 8:00 am, 15 June 2017 to 24:00 pm, 16 June 2017**
- **Stage 2:** Students are required to enrol online in **BOTH** MyStudentRecord (Western Sydney) and Eduman from **8:00 am, 15 June 2017 to 24:00 pm, 16 June 2017**
 - Eduman (myisb.isb.edu.vn)
 - MyStudentRecord (Western Sydney system)

3. **Enrolment requirements:**

- All students must follow the course structure and requirements.
- Those students who are going to study with other batch / program 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, 5 June 2017 to 17:00, 7 July 2017
 - **Place:** 1st floor, 17 Pham Ngoc Thach, Ward 6, District 3, HCMC
- The forms can be downloaded [HERE](#) (Myisb.isb.edu.vn -> Forms)

4. **Enrolment instructions:**

❖ **Eduman:** You are required to do the following steps.

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

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

Step 3: Click **Enrolment** → **Normal Enrolment** and follow the instructions in the system.

Step 4: Select **Subject** -> Tick **Subject class** -> Click **Save**

Step 5: Once you have completed the enrolment, go to **Enrolment** → **Result** to check the enrolment confirmation.

More information on Eduman can be found [HERE](#)

❖ **MyStudentRecord:** The below basic steps need to be done:

Step 1: Go to Western Sydney website: <https://www.westernsydney.edu.au/>

Step 2: Sign into your My Student Record system

Step 3: Select **Enrol** -> **Select your unit** -> Type the unit code -> click **Get unit**

Step 4: Tick **Add** -> **Add to cart** -> **Proceed to check out** -> **Confirm**

Step 5: Check your enrolment by going to **View current enrolment**. If your unit is moved to **Current units** with the status **Enrolled**, your enrolment is successful.

More instruction on MySR enrolment is [HERE](#).

(NOTES: The correct unit code you have to choose for all units is 2017/UEH3)

5. Unit withdrawal:

- Census date (**7 July 2017**) is the official deadline for finalizing 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://myisb.isb.edu.vn/?Page=giaotrich&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 BBUS students (stage 1)
 - Ms. Hoang Anh via email: hoanganh@isb.edu.vn for BBC / WS BBUS 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: Accounting Department, 1st floor, 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, Chi Nhánh Gia Định

7. Contacts:

- Tuition fee: Ms. Bích Phương, bichphuong@isb.edu.vn
- Eduman support: Mr. Tuấn, luan.nguyen@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.

COURSE SCHEDULE

Stage 1:

No	Unit code	Class	Unit Name	Start	End	Exam	Day	Time	Lecturer
1	MAT 102	SB-Q317WSB-1	Statistics for Business	10/07/2017	23/09/2017	25/9-1/10/17	Wed(PM)	13h00-15h00	Vo Duc Hoang Vu
							Fri(PM)	13h00-15h00	
2	MAR101	PMk-Q317WSB-1	Principles of Marketing	10/07/2017	23/09/2017	25/9-1/10/17	Tue (AM)	7h30-9h30	Dr. Michael Turner
							Thu (AM)	7h30-9h30	
3	MAR101	PMk-Q317WSB-2	Principles of Marketing	10/07/2017	23/09/2017	25/9-1/10/17	Tue (AM)	10h00-12h00	Dr. Michael Turner
							Thu (AM)	10h00-12h00	
4	ECO202	AE-Q317WSB-1	Applied Econometrics	10/07/2017	23/09/2017	25/9-1/10/17	Tue (AM)	10h00-12h00	Dr. Doan Anh Tuan
							Thu (AM)	10h00-12h00	
5	ECO202	AE-Q317WSB-2	Applied Econometrics	10/07/2017	23/09/2017	25/9-1/10/17	Tue (PM)	15h30-17h30	Dr. Doan Anh Tuan
							Thu (PM)	15h30-17h30	
6	MAN202	OB-Q317WSB-1	Organization Behaviour	10/07/2017	23/09/2017	25/9-1/10/17	TBA		Dr. Phạm Quốc Hùng
7	MAN202	OB-Q317WSB-2	Organization Behaviour	10/07/2017	23/09/2017	25/9-1/10/17			Dr. Phạm Quốc Hùng

Stage 2:

No	Unit code	Teaching Period	Class	Unit Name	Start	End	Exam	Day	Time	Lecturer
1	200915	2017/ UEH3	SE-Q317WSB-1	The Service Enterprise	10/07/2017	22/09/2017	25/9/17 - 1/10/17	TBA		
2	200911	2017/ UEH3	EIM-Q317WSB-1	Enterprise Innovation and Markets	10/07/2017	22/09/2017	25/9/17 - 1/10/17			
3	200911	2017/ UEH3	EIM-Q317WSB-1	Enterprise Innovation and Markets	10/07/2017	22/09/2017	25/9/17 - 1/10/17			
4	200914	2017/ UEH3	WP-Q317WSB-1	Working in Professions	10/07/2017	22/09/2017	25/9/17 - 1/10/17			
5	200048	2017/ UEH3	FIM-Q317BBC-1	Financial Institutions and Market	10/07/2017	22/09/2017	25/9/17 - 1/10/17			
6	200592	2017/ UEH3	MR-Q317BBC-1	Marketing Research	10/07/2017	22/09/2017	25/9/17 - 1/10/17	Mon (AM)	7:30-9:30	Ms. Huỳnh Bá Chân Như
								Fri (AM)	7:30-9:30	
7	200090	2017/ UEH3	MKS-Q317BBC-1	Marketing of Services	10/07/2017	22/09/2017	25/9/17 - 1/10/17	Tue (PM)	10:00 - 12:00	Dr. Huỳnh Quang Minh
								Fri (PM)	10:00 - 12:00	
8	200096	2017/ UEH3	MPP-Q317BBC-1	Marketing Planning Project	10/07/2017	22/09/2017	25/9/17 - 1/10/17	Tue (AM)	7:30-9:30	Dr. Huỳnh Quang Minh
								Fri (AM)	7:30-9:30	
9	200091	2017/ UEH3	BBM-Q317BBC-1	Business to Business Marketing	10/07/2017	22/09/2017	25/9/17 - 1/10/17	Tue (PM)	15:30-17:30	Ms. Nguyễn Thúy Hằng
								Thu (PM)	15:30-17:30	
10	200818	2017/ UEH3	BM-Q317BBC-1	Bank Management	10/07/2017	22/09/2017	25/9/17 - 1/10/17	Mon (AM)	10:00 - 12:00	Dr. Phạm Phú Quốc
								Tue (AM)	10:00 - 12:00	
11	200537	2017/ UEH3	EFEP-Q317BBC-1	Economics and Finance Engagement Project	10/07/2017	22/09/2017	25/9/17 - 1/10/17	Mon (AM)	7:30-9:30	Dr. Nguyễn Vũ Hồng Thái
								Thu (AM)	7:30-9:30	