

Ho Chi Minh City, 07 August 2020

## ANNOUNCEMENT

**Regarding: The enrolment for Semester 1 2020-2021 (Term 3 2020)**

**TO: WSU Stage 1 students**

The International School of Business would like to announce the enrolment for Western Sydney Bachelor students in Semester 1 2020-2021 (so-called Term 3 2020) as follows.

**1. Enrollee:** Western Sydney Bachelor students in Stage 1

**2. Online enrolment dates:**

Students are required to enroll the units from **8:00 AM, Friday 14 August 2020 to 23:59 PM Saturday 15 August 2020** in **MyISB** website (<http://myisb.isb.edu.vn>)

**3. Enrolment requirements:**

- All students must follow the course structure and requirements.
- Students are strongly recommended to select the unit which are planned in the Tentative Student List.
- Students, who want to retake the unit or enroll into the unit which are not arranged in the Tentative student list, are required to lodge **Add-drop subjects request form** to Ms. Tuyền via email: [tuyen.nguyen@isb.edu.vn](mailto:tuyen.nguyen@isb.edu.vn) before **16:00 PM, 31 August 2020**.
- The forms can be downloaded [HERE](#) (Myisb.isb.edu.vn -> Forms)

**4. Enrolment instructions:**

- **Step 1:** Go to ISB website: [www.myisb.isb.edu.vn](http://www.myisb.isb.edu.vn)
- **Step 2:** Log-in to your MyISB 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 how to use MyISB can be found [HERE](#)

## 5. Unit withdrawal:

- **Census date, 18 September 2020**, is the official deadline for finalizing your enrolment and fees for the Semester 3 2019-2020.
- 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 [HERE](#)) and all supporting documents to Ms. Tuyền via email: [tuyen.nguyen@isb.edu.vn](mailto:tuyen.nguyen@isb.edu.vn) before the census date.

## 6. Payment:

- Students have to pay the required tuition according to the tuition announcement sent personally to the student emails either in cash or by bank transfer before **18 September 2020**.
  - In cash:
    - Place: Accounting Department, ISB
    - Address: 1<sup>st</sup> floor, 17 Pham Ngoc Thach Street, District 3, HCMC
    - Time: 8:00 – 12:00 & 13:00 – 17:00, Monday to Friday.
  - Bank transfer:
    - Account Name: Viện Đào tạo Quốc tế
    - Account Number: 00361 00000 179 001
    - Bank: Ngân hàng TMCP Phương Đông (OCB), Chi Nhánh Gia Định
    - Content: [Họ và tên sinh viên – Mã số SV] Học kỳ 1, 2020 – 2021 WSB Program

## 7. Contacts:

- Tuition fee: Ms. Thảo Trần, [thao.tran@isb.edu.vn](mailto:thao.tran@isb.edu.vn)
- Eduman support: Mr. Tuấn, [tuan.nguyen@isb.edu.vn](mailto:tuan.nguyen@isb.edu.vn)
- Other issues: Ms. Tuyền, [tuyen.nguyen@isb.edu.vn](mailto:tuyen.nguyen@isb.edu.vn)

## 8. Notes:

- Students must check schedules on the MyISB website and attend the right classes.
- Without the school's approval, students are not allowed to change the classes or units.
- Students, who have not paid their tuition fees by the due date (**18 September 2020**), will be eliminated from their enrolled classes. In addition, no academic documents or transcripts will be issued.
- Students are advised to keep a record of payment for confirmation purposes.

## PROPOSED SCHEDULE FOR STAGE 1

No	Class	Unit Name	Start date	End date	Exam Week	Date	Time	Lecturer
1	AEn-S320WSB-1	Academic English	21/09/2020	14/12/2020	21-26/12/2020	Tue	08:00 - 11:15	Anna Loseva
2	AEn-S320WSB-2	Academic English				Tue	12:00 - 15:15	Anna Loseva
3	AEn-S320WSB-3	Academic English				Thu	08:00 - 11:15	Anna Loseva
4	AEn-S320WSB-4	Academic English				Tue	12:00 - 15:15	Heather Lennie
5	AEn-S320WSB-5	Academic English				Thu	12:00 - 15:15	Heather Lennie
6	BC-S320WSB-1	Business Communications				Mon	08:00 - 11:15	John Mortimer
7	BC-S320WSB-2	Business Communications				Sat	08:00 - 11:15	Christopher
8	BC-S320WSB-3	Business Communications				Mon	12:00 - 15:15	Freddy R. Aragon
9	BC-S320WSB-4	Business Communications				Wed	12:00 - 15:15	Michael Euell
10	BC-S320WSB-5	Business Communications				Fri	12:00 - 15:15	Michael Euell
11	PMk-S320WSB-1	Principles of Marketing				Mon	15:30 - 18:45	Võ Thanh Hải
12	PMk-S320WSB-2	Principles of Marketing				Wed	15:30 - 18:45	Võ Thanh Hải
14	PE-S320WSB-1	Principles of Economics				TBA	TBA	Đình Công Khải
15	PE-S320WSB-2	Principles of Economics				TBA	TBA	Đình Công Khải
16	PE-S320WSB-3	Principles of Economics				TBA	TBA	Đình Công Khải
17	PA-S320WSB-1	Principles of Accounting				Tue & Mon	12:00 - 15:15	Huỳnh Thị Ngọc Anh
18	PA-S320WSB-2	Principles of Accounting				Tue & Mon	15:30 - 18:45	Huỳnh Thị Ngọc Anh
19	PA-S320WSB-3	Principles of Accounting				Wed	12:00 - 15:15	Huỳnh Thị Ngọc Anh
20	PA-S320WSB-4	Principles of Accounting				Thu	12:00 - 15:15	Huỳnh Thị Ngọc Anh
21	PA-S320WSB-5	Principles of Accounting				Thu	15:30 - 18:45	Huỳnh Thị Ngọc Anh

*\*This is an estimated schedule. Some courses might be rescheduled in order to avoid scheduling conflicts.*

## PROPOSED SCHEDULE FOR STAGE 1

No	Class	Unit Name	Start date	End date	Exam Week	Date	Time	Lecturer
22	IB-S320WSB-1	International Business	21/09/2020	14/12/2020	21-26/12/2020	Wed	15:30 - 18:45	Phạm Thị Bích Ngọc
23	IB-S320WSB-2	International Business				Wed	12:00 - 15:15	Nguyễn Ngọc Cầu
24	IB-S320WSB-3	International Business				Thu	08:00 - 11:15	Nguyễn Kim Thảo
25	BL-S320WSB-1	Business Law				Thu	12:00 - 15:15	Weisman James Lawrence
26	BL-S320WSB-2	Business Law				Thu	15:30 - 18:45	Weisman James Lawrence
27	CB-S320WSB-1	Consumer Behaviour				Mon	15:30 - 18:45	Nguyễn Ngọc Quỳnh Thu
28	CB-S320WSB-2	Consumer Behaviour				Tue	15:30 - 18:45	Nguyễn Ngọc Quỳnh Thu
29	CB-S320WSB-3	Consumer Behaviour				Fri	15:30 - 18:45	Nguyễn Ngọc Quỳnh Thu
30	PM-S320WSB-1	Principles of Management				Tue	08:00 - 11:15	Peter Michael Saram
	PM-S320WSB-1	Principles of Management (Tutorial)				Mon	09:30 - 11:30	Lê Nguyễn Huệ Miên
31	PM-S320WSB-2	Principles of Management				Tue	12:00 - 15:15	Peter Michael Saram
	PM-S320WSB-2	Principles of Management (Tutorial)				Mon	14:00 - 16:00	Lê Nguyễn Huệ Miên
32	PM-S320WSB-3	Principles of Management				Wed	08:00 - 11:15	Peter Michael Saram
	PM-S320WSB-3	Principles of Management (Tutorial)				Tue	09:30 - 11:30	Lê Nguyễn Huệ Miên
33	PM-S320WSB-4	Principles of Management				Wed	12:00 - 15:15	Peter Michael Saram
	PM-S320WSB-4	Principles of Management (Tutorial)				Tue	14:00 - 16:00	Lê Nguyễn Huệ Miên

*\*This is an estimated schedule. Some courses might be rescheduled in order to avoid scheduling conflicts*

## PROPOSED SCHEDULE FOR STAGE 1

No	Class	Unit Name	Start date	End date	Exam Week	Date	Time	Lecturer
34	SB-S320WSB-1	Statistics for Business	21/09/2020	14/12/2020	21-26/12/2020	Mon	08:00 - 11:15	Võ Đức Hoàng Vũ
35	SB-S320WSB-2	Statistics for Business				Tue	08:00 - 11:15	Võ Đức Hoàng Vũ
36	SB-S320WSB-3	Statistics for Business				Wed	08:00 - 11:15	Võ Đức Hoàng Vũ
37	SB-S320WSB-4	Statistics for Business				Thu	08:00 - 11:15	Võ Đức Hoàng Vũ
38	HRM-S320WSB-1	Human Resource Management				Fri	12:00 - 15:15	Lê Thị Thanh Xuân
39	HRM-S320WSB-2	Human Resource Management				Fri	15:30 - 18:45	Lê Thị Thanh Xuân
40	CF-S320WSB-1	Corporate Finance				Thu	07:45 - 11:00	Từ Thị Kim Thoa
41	CF-S320WSB-2	Corporate Finance				Thu	12:00 - 15:15	Từ Thị Kim Thoa

*\*This is an estimated schedule. Some courses might be rescheduled in order to avoid scheduling conflicts*