

Ho Chi Minh City, 2 December 2020

**ANNOUNCEMENT**

**Regarding: The enrolment for Semester 2 2020-2021 (Term 1 2021)**

**TO: WSU Stage 1 students**

The International School of Business would like to announce the enrolment for Western Sydney Bachelor students in Semester 2 2020-2021 (so-called Term 1 2021) 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 4 December 2020 to 23:59 PM Saturday 5 December 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 strongly 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, 11 December 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, 31 December 2020**, is the official deadline for finalizing your enrolment and fees for the Semester 2 2020-2021.
- 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 **31 December 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 2, 2020 – 2021 WSB Program

## 7. Contacts:

- Tuition fee: Ms. Thảo Trần, [thao.tran@isb.edu.vn](mailto:thao.tran@isb.edu.vn)
- MyISB account: 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 (**31 December 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	Tet Holidays	Exam Week	Date	Time	Lecturer
1	AEn-T121WSB-1	Academic English	04/01/2021	09/05/2021	01/02-21/02/2021	03-08/05/2021	Tue (AM)	08:00 - 11:15	Anna Loseva
2	AEn-T121WSB-2	Academic English (Pathway)					Tue (PM1)	12:00 - 15:15	Anna Loseva
3	AEn-T121WSB-3	Academic English					Tue (PM1)	12:00 - 15:15	Heather Lennie
4	AEn-T121WSB-4	Academic English					Thu (PM1)	12:00 - 15:15	Heather Lennie
5	BC-T121WSB-1	Business Communications					Mon (PM1)	12:00 - 15:15	Freddy Aragon
6	BC-T121WSB-2	Business Communications					Thu (PM1)	12:00 - 15:15	John Mortimer
7	BC-T121WSB-3	Business Communications					Fri (PM2)	15:30 - 18:45	John Mortimer
8	BC-T121WSB-4	Business Communications					Sat (AM)	08:00 - 11:15	Patrick
9	BC-T121WSB-5	Business Communications					Sat (AM)	08:00 - 11:15	Christopher
10	PE-T121WSB-1	Principles of Economics					Mon (PM1)	12:00 - 15:15	Kinwah Lo
11	PE-T121WSB-2	Principles of Economics					Mon (PM2)	15:30 - 18:45	Kinwah Lo
12	PE-T121WSB-3	Principles of Economics					Sat (PM1)	12:00 - 15:15	Kinwah Lo
13	PE-T121WSB-4	Principles of Economics					Sat (PM2)	15:30 - 18:45	Kinwah Lo
14	PE-T121WSB-5	Principles of Economics					Mon (AM)	08:00 - 11:15	Freddy Aragon

**\*This is an expected 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	Tet Holidays	Exam Week	Date	Time	Lecturer
15	PM-T121WSB-1	Principles of Management	04/01/2021	09/05/2021	01/02-21/02/2021	03-08/05/2021	Wed (AM)	08:00 - 11:15	Michael Saram
16	PM-T121WSB-2	Principles of Management					Wed (PM1)	12:00 - 15:15	Michael Saram
17	PM-T121WSB-3	Principles of Management					Thu (AM)	08:00 - 11:15	Michael Saram
18	PM-T121WSB-4	Principles of Management (Pathway)					Thu (PM1)	12:00 - 15:15	Michael Saram
19	PM-T121WSB-5	Principles of Management					Fri (AM)	08:00 - 11:15	John Mortimer
20	PM-T121WSB-6	Principles of Management					Fri (PM1)	12:00 - 15:15	John Mortimer
21	PMk-T121WSB-1	Principles of Marketing					Tue (PM2)	15:30 - 18:45	Nguyễn Thúy Hằng
22	PMk-T121WSB-2	Principles of Marketing					Fri (AM)	08:00 - 11:15	Nguyễn Thúy Hằng
23	PMk-T121WSB-3	Principles of Marketing					Fri (PM2)	15:30 - 18:45	Võ Thanh Hải
24	PA-T121WSB-1	Principles of Accounting					Tue (PM1)	12:00 - 15:15	Huỳnh Thị Ngọc Anh
25	PA-T121WSB-2	Principles of Accounting					Tue (PM2)	15:30 - 18:45	Huỳnh Thị Ngọc Anh
26	PA-T121WSB-3	Principles of Accounting					Thu (PM1)	12:00 - 15:15	Huỳnh Thị Ngọc Anh
27	PA-T121WSB-4	Principles of Accounting					Thu (PM2)	15:30 - 18:45	Huỳnh Thị Ngọc Anh
28	PA-T121WSB-5	Principles of Accounting	Sat (AM)	08:00 - 11:15	Nguyễn Phong Nguyễn				
<p><b>Note: PA-T121WSB-3 and PA-T121WSB-4 will study on Wednesday for the first 2 weeks at shift 12:00 - 15:15 and 15:30 -18:45 respectively.</b>  <b>*This is an expected schedule. Some courses might be rescheduled in order to avoid scheduling conflicts.</b></p>									

**PROPOSED SCHEDULE FOR STAGE 1**

No	Class	Unit Name	Start date	End date	Tet Holidays	Exam Week	Date	Time	Lecturer
29	SB-T121WSB-1	Statistics for Business	04/01/2021	09/05/2021	01/02-21/02/2021	03-08/05/2021	Mon (AM)	08:00 - 11:15	Võ Đức Hoàng Vũ
30	SB-T121WSB-2	Statistics for Business					Tue (AM)	08:00 - 11:15	Võ Đức Hoàng Vũ
31	SB-T121WSB-3	Statistics for Business					Thu (AM)	08:00 - 11:15	Võ Đức Hoàng Vũ
32	SB-T121WSB-4	Statistics for Business					Fri (AM)	08:00 - 11:15	Bùi Anh Tuấn
33	HRM-T121WSB-1	Human Resource Management					Tue (AM)	08:00 - 11:15	Trương Nữ Tô Giang
34	HRM-T121WSB-2	Human Resource Management					Fri (PM1)	12:00 - 15:15	Lê Thị Thanh Xuân
35	IB-T121WSB-1	International Business					Thu (AM)	08:00 - 11:15	Gabriel Adderley
36	IB-T121WSB-2	International Business					Thu (PM2)	15:30 - 18:45	Trương Thị Ngọc Thuyền
37	IB-T121WSB-3	International Business					Fri (PM1)	12:00 - 15:15	Adam Briffet
38	CB-T121WSB-1	Consumer Behaviour					Mon (PM2)	15:30 - 18:45	Nguyễn Ngọc Quỳnh Thư
39	CB-T121WSB-2	Consumer Behaviour					Tue (PM2)	15:30 - 18:45	Nguyễn Ngọc Quỳnh Thư
40	CB-T121WSB-3	Consumer Behaviour					Wed (PM2)	15:30 - 18:45	Nguyễn Ngọc Quỳnh Thư
41	CB-T121WSB-4	Consumer Behaviour					Sat (AM)	08:00 - 11:15	Tăng Thường Phát
<b>*This is an expected schedule. Some courses might be rescheduled in order to avoid scheduling conflicts.</b>									



**PROPOSED SCHEDULE FOR STAGE 1**

No	Class	Unit Name	Start date	End date	Tet Holidays	Exam Week	Date	Time	Lecturer
42	CF-T121WSB-1	Corporate Finance	04/01/2021	09/05/2021	01/02-21/02/2021	03-08/05/2021	Wed (AM)	08:00 - 11:15	Từ Thị Kim Thoa & Võ Hồng Đức
43	CF-T121WSB-2	Corporate Finance					Wed (PM1)	12:00 - 15:15	Từ Thị Kim Thoa & Võ Hồng Đức
44	CF-T121WSB-3	Corporate Finance					Fri (AM)	08:00 - 11:15	Từ Thị Kim Thoa & Võ Hồng Đức
45	CF-T121WSB-4	Corporate Finance (Pathway)					Fri (PM1)	12:00 - 15:15	Võ Hồng Đức
46	BL-T121WSB-1	Business Law					Tue (PM1)	12:00 - 15:15	James Weisman
		Business Law (Tutorials)					Mon (AM)	09:00 - 11:00	Lê Hưng Long
47	BL-T121WSB-2	Business Law					Wed (PM1)	12:00 - 15:15	James Weisman
		Business Law (Tutorials)					Mon (PM1)	13:00 - 15:00	Lê Hưng Long
48	BL-T121WSB-3	Business Law					Thu (PM1)	12:00 - 15:15	James Weisman
		Business Law (Tutorials)					Mon (PM2)	15:00 - 17:00	Lê Hưng Long
49	MB-T121WSB-1	Mathematics for Business (Pathway)	Wed (PM2)	12:00 - 15:15	Nguyễn Thị Thu Vân				

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