

*Ho Chi Minh City, 22 March 2021*

## **ANNOUNCEMENT**

***Regarding: The enrolment for Semester 3 2020-2021 (Term 2 2021)***

***TO: WSU Stage 1 students***

The International School of Business would like to announce the enrolment for Western Sydney Bachelor students in Semester 3 2020-2021 (so-called Term 2 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 26 March 2021 to 23:59 PM Saturday 27 March 2021** 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** ONLINE via (Link: [HERE](#)) **before 16:00 PM, 09 April 2021**.

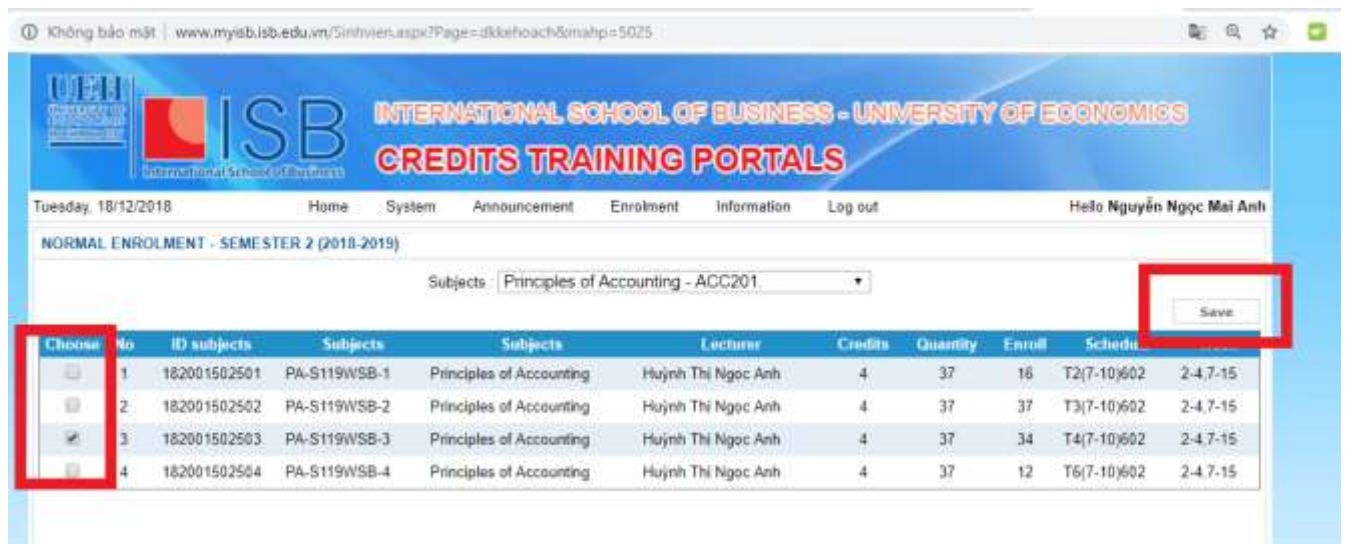
**4. Enrolment instructions:**

- **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](#)

**NOTE:** To change the units which you have enroled, please go to Enrolment -> Enrolment result -> click on the Change Subject icon (as shown in the photo below)



- Select the unit you want to change then, click save
- To double check the unit enrolment, go to Enrolment -> Enrolment result.



## 5. Unit withdrawal:

- **Census date, 14 May 2021**, is the official deadline for finalizing your enrolment and fees for the Semester 3 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 ONLINE before the census date. (Link: [HERE](#))

## 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 **14 May 2021**.
  - 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 3, 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 (**14 May 2021**), 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	End	Exam	Date	Time	Lecturer
			date	date	Week			
1	AEn-T221WSB-1	Academic English	17/05/2021	22/08/2021	16-21/08/2021	Tue (AM)	08:00 - 11:15	Anna Loseva
2	AEn-T221WSB-2	Academic English				Tue (PM1)	12:00 - 15:15	Anna Loseva
3	BC-T221WSB-1	Business Communications (3 sessions)				Mon (AM)	08:00 - 11:15	Trần Hoàng Mỹ Linh
		Business Communications (12 sessions)				Wed (AM)	08:00 - 11:15	Christopher
4	BC-T221WSB-2	Business Communications (3 sessions)				Fri (AM)	08:00 - 11:15	Lê Nguyễn Huệ Miên
		Business Communications (12 sessions)				Mon (PM1)	13:00 - 16:15	Pascal Chabot
5	BC-T221WSB-3	Business Communications (3 sessions)				Thu (PM1)	12:00 - 15:15	Lê Nguyễn Huệ Miên
		Business Communications (12 sessions)				Fri (AM)	08:00 - 11:15	John Mortimer
6	PE-T221WSB-1	Principles of Economics				Mon (PM1)	12:00 - 15:15	Kinwah Lo
7	PE-T221WSB-2	Principles of Economics				Mon (PM2)	15:30 - 18:45	Kinwah Lo
8	PE-T221WSB-3	Principles of Economics				Tue (PM1)	12:00 - 15:15	Kinwah Lo
9	PE-T221WSB-4	Principles of Economics				Tue (PM2)	15:30 - 18:45	Kinwah Lo
10	PMk-T221WSB-1	Principles of Marketing				Mon (PM1)	12:00 - 15:15	Hoàng Thu Hằng
11	PMk-T221WSB-2	Principles of Marketing				Sat (AM)	08:00 - 11:15	Hoàng Thu Hằng
12	PMk-T221WSB-3	Principles of Marketing	Tue (PM1)	12:00 - 15:15	Võ Thanh Hải & Trần Hà Minh Quân			
13	PMk-T221WSB-4	Principles of Marketing	Thu (PM1)	12:00 - 15:15	Võ Thanh Hải & Trần Hà Minh Quân			
14	PA-T221WSB-3	Principles of Accounting (4 sessions)	Sat (AM)	08:00 - 11:15	Huỳnh Thị Ngọc Anh			
		Principles of Accounting (8 sessions)	Thu (PM2)	15:30 - 18:45	Huỳnh Thị Ngọc Anh			
<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	End	Exam	Date	Time	Lecturer			
			date	date	Week						
15	PA-T221WSB-4	Principles of Accounting	17/05/2021	22/08/2021	16-21/08/2021	Fri (PM1)	12:00 - 15:15	Huỳnh Thị Ngọc Anh			
16	PA-T221WSB-5	Principles of Accounting				Fri (PM2)	15:30 - 18:45	Huỳnh Thị Ngọc Anh			
17	PA-T221WSB-6	Principles of Accounting				Wed (PM2)	15:30 - 18:45	Nguyễn Thị Thùy Trang			
18	PM-T221WSB-1	Principles of Management				Wed (AM)	08:00 - 11:15	Peter Michael Saram			
19	PM-T221WSB-2	Principles of Management				Wed (PM1)	12:00 - 15:15	Peter Michael Saram			
20	PM-T221WSB-3	Principles of Management				Thu (AM)	08:00 - 11:15	Peter Michael Saram			
21	PM-T221WSB-4	Principles of Management				Fri (AM)	08:00 - 11:15	Chris Paget			
22	HRM-T221WSB-1	Human Resource Management				Fri (PM1)	12:00 - 15:15	Lê Thị Thanh Xuân			
23	HRM-T221WSB-2	Human Resource Management				Fri (PM2)	15:30 - 18:45	Lê Thị Thanh Xuân			
24	HRM-T221WSB-3	Human Resource Management				Tue (AM)	08:00 - 11:15	Trương Nữ Tô Giang			
25	HRM-T221WSB-4	Human Resource Management				Tue (PM1)	12:00 - 15:15	Trương Nữ Tô Giang			
26	BL-T221WSB-1	Business Law (5 sessions)				Tue (AM)	08:00 - 11:15	Sean Le			
		Business Law (10 sessions)				Mon (AM)	08:00 - 11:15	Weisman James Lawrence			
27	BL-T221WSB-2	Business Law (5 sessions)				Tue (PM1)	12:00 - 15:15	Sean Le			
		Business Law (10 sessions)				Mon (PM1)	12:00 - 15:15	Weisman James Lawrence			
28	BL-T221WSB-3	Business Law (5 sessions)				Wed (PM1)	12:00 - 15:15	Sean Le			
		Business Law (10 sessions)				Tue (PM1)	12:00 - 15:15	Weisman James Lawrence			
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## PROPOSED SCHEDULE FOR STAGE 1

No	Class	Unit Name	Start	End	Exam	Date	Time	Lecturer			
			date	date	Week						
29	SB-T221WSB-1	Statistics for Business	17/05/2021	22/08/2021	16-21/08/2021	Mon (AM)	08:00 - 11:15	Nguyễn Thị Thu Vân			
30	SB-T221WSB-2	Statistics for Business				Mon (AM)	08:00 - 11:15	Bùi Anh Tuấn			
31	SB-T221WSB-3	Statistics for Business				Mon (PM1)	12:00 - 15:15	Võ Đức Hoàng Vũ			
32	SB-T221WSB-4	Statistics for Business				Tue (AM)	08:00 - 11:15	Võ Đức Hoàng Vũ			
33	SB-T221WSB-5	Statistics for Business				Tue (PM1)	12:00 - 15:15	Võ Đức Hoàng Vũ			
34	IB-T221WSB-1	International Business				Tue (AM)	08:00 - 11:15	Adderley Gabriel			
35	IB-T221WSB-2	International Business				Thu (AM)	08:00 - 11:15	Adderley Gabriel			
36	IB-T221WSB-3	International Business				Thu (PM1)	12:00 - 15:15	Adam Briffet			
37	IB-T221WSB-4	International Business				Fri (PM1)	12:00 - 15:15	Adam Briffet			
38	IB-T221WSB-5	International Business				Wed (PM1)	12:00 - 15:15	Phạm Thị Bích Ngọc			
39	CF-T221WSB-1	Corporate Finance				Wed (AM)	08:00 - 11:15	Võ Hồng Đức & Tù Thị Kim Thoa			
40	CF-T221WSB-2	Corporate Finance				Wed (PM1)	12:00 - 15:15	Võ Hồng Đức & Tù Thị Kim Thoa			
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No	Class	Unit Name	Start	End	Exam	Date	Time	Lecturer
			date	date	Week			
41	CF-T221WSB-3	Corporate Finance	<b>17/05/2021</b>	<b>22/08/2021</b>	<b>16-21/08/2021</b>	Thu (AM)	08:00 - 11:15	Võ Hồng Đức & Tù Thị Kim Thoa
42	CF-T221WSB-4	Corporate Finance				Thu (PM1)	12:00 - 15:15	Võ Hồng Đức & Tù Thị Kim Thoa
43	CB-T221WSB-1	Consumer Behaviour				Sat (AM)	08:00 - 11:15	Tăng Thường Phát
44	CB-T221WSB-2	Consumer Behaviour				Sat (PM1)	12:00 - 15:15	Tăng Thường Phát
45	CB-T221WSB-3	Consumer Behaviour				Sat (PM1)	12:00 - 15:15	Nguyễn Thanh Sang
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