

Ho Chi Minh City, 5 December 2017

ANNOUNCEMENT

Regarding: The enrolment for Semester 1 - 2018 (HK2 2017-2018)

TO: All students

The International School of Business would like to announce the enrolment for Western Sydney Bachelor students in Semester 1 2018 as follows.

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

2. **Online enrolment dates:**

- **Stage 1:** MyISB (myisb.isb.edu.vn) from 8:00am, 13 December 2017 to 24:00pm, 14 December 2017
- **Stage 2:** Students are required to enrol online in **BOTH** MyISB (<http://myisb.isb.edu.vn>) and MyStudentRecord (<https://mysr.westernsydney.edu.au/connect/webconnect>) from 8:00am, 13 December 2017 to 24:00pm, 14 December 2017

3. **Enrolment requirements:**

- All students must follow the course structure and requirements.
- 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. Hoàng Anh
 - **Due:** 17:00, 29 December 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 **2018 UEH 1)**

5. Unit withdrawal:

- Census date, **29 December 2017**, is the official deadline for finalizing your enrolment and fees for the Semester 1 2018.
- 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=giaotrinh&idLoai=39>) and all supporting documents to Ms. Hoàng Anh – Floor 1, 17 Pham Ngoc Thach, District 3, HCMC before the census date.
- Book an appointment with Ms. Hoang Anh via email hoanganh@isb.edu.vn.

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, from 8:00 – 12:00 & 13:00 – 17:00, Monday to Friday.
 - 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
- Students who repeat the unit(s) are required to pay the retake tuition fee before submitting the Add/drop request application.

7. Contacts:

- Tuition fee: Ms. Bích Phương, bichphuong@isb.edu.vn
- Eduman support: Mr. Tuấn, tuan.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: 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 have not paid their tuition fees by the due date will have an encumbrance placed on their student records. In order to have this encumbrance removed, all outstanding fees must be paid.
- If this encumbrance is added to your account,
 - Your enrolment in the current session may be cancelled
 - You may not be able to re-enrol for the next teaching session
 - We will not issue academic documents or transcripts related to your enrolment
 - You will not be able to graduate
- Students are advised to keep a record of payment for confirmation purposes. If there is any related issue, students can send an email to Accounting Department at accounting@isb.edu.vn.

COURSE SCHEDULE

Stage 1									
No	Class	Unit	Start	End	Exam	Day	Time	Room	Lecturer
1	AS-S118WSB-1	Academic Skill	26/02/2018	05/05/2018	7/5 - 13/5/2018	Mon (PM)	13:00 - 16:15	I3.02	Dr. Samantha Engel
						Fri (PM)	13:00 - 16:15	I3.02	
2	PE-S118WSB-1	Principles of Economics	02/01/2018	13/05/2018	7/5 - 13/5/2018	Thu (PM)	14:00 - 17:00	I4.01	Dr. Dinh Cong Khai
3	SB-S118WSB-1	Statistics for Business	26/02/2018	05/05/2018	7/5 - 13/5/2018	Mon (AM)	8:00 - 11:15	I401	Mr. Vo Duc Hoang Vu
						Wed (AM)	8:00 - 11:15		
4	SB-S118WSB-2	Statistics for Business	26/02/2018	05/05/2018	7/5 - 13/5/2018	Thu (AM)	8:00 - 11:15	601	Mr. Vo Duc Hoang Vu
						Sat (AM)	8:00 - 11:15		
5	PM-S118WSB-1	Principles of Management	02/01/2018	13/05/2018	7/5 - 13/5/2018	Tue (PM)	13:00 - 16:15	I3.01	Mr. Douglas Foster
6	PM-S118WSB-2	Principles of Management	02/01/2018	13/05/2018	7/5 - 13/5/2018	Wed (PM)	13:00 - 16:15	I3.01	Mr. Douglas Foster
7	PMk-S118WSB-1	Principles of Marketing	02/01/2018	13/05/2018	7/5 - 13/5/2018	Thu (AM)	8:00 - 11:15	I4.01	Mr. Vo Van Dung
8	PMk-S118WSB-2	Principles of Marketing	02/01/2018	13/05/2018	7/5 - 13/5/2018	Fri (AM)	8:00 - 11:15	I4.01	Mr. Vo Van Dung
9	CF-S118WSB-1	Corporate Finance	02/01/2018	13/05/2018	7/5 - 13/5/2018	Wed (PM)	13:00 - 16:15	I4.01	Ms. Tu Thi Kim Thoa
10	AE-S118WSB-1	Applied Econometrics	02/01/2018	13/05/2018	7/5 - 13/5/2018	Wed (AM)	8:00 - 11:15	I3.01	Dr. Le Van Chon
11	ME-S118WSB-1	Managerial Economics	02/01/2018	13/05/2018	7/5 - 13/5/2018	Thu (AM)	8:00 - 11:15	I3.02	Dr. Pham Dinh Long
12	OB-S118WSB-1	Organisational Behaviour	02/01/2018	13/05/2018	7/5 - 13/5/2018	Tue (AM)	8:00 - 11:15	602	Dr. Pham Hong Hoa

Stage 2

No	Class	Unit	Start	End	Exam	Day	Time	Room	Lecturer
1	IMk-S118WSB-1	200055 International Finance	02/01/2018	13/05/2018	7/5 - 13/5/2018	Wed (PM)	13:30 - 16:45	I302	Dr. Vu Viet Quang
2	Deri-S118WSB-1	200079 Derivatives	02/01/2018	13/05/2018	7/5 - 13/5/2018	Fri (PM)	13:00 - 16:15	I4.01	Dr. Pham Thi Anh Thu
3	EIM-S118WSB-1	200911 Enterprise Innovation and Markets	02/01/2018	13/05/2018	7/5 - 13/5/2018	Wed (AM)	8:00 - 11:15	602	Dr. Pham Hong Hoa
4	FIM-S118WSB-1	200048 Financial Institutions and Market	02/01/2018	13/05/2018	7/5 - 13/5/2018	Tue (PM)	13:00 - 16:15	I3.02	Dr. Ngo Vi Trong
5	DTC-S118WSB-1	200918 Design Thinking for Creativity	02/01/2018	13/05/2018	7/5 - 13/5/2018	Mon (AM)	8:00 - 11:15	I4.01	Mr. Michael Saram
6	MkC-S118WSB-1	200086 Marketing Communications	02/01/2018	13/05/2018	7/5 - 13/5/2018	TBA			
7	BPM-S118WSB-1	200088 Brand and Product Management	02/01/2018	13/05/2018	7/5 - 13/5/2018	Tue (PM)	13:00 - 16:15	I101	Dr. Le Nhat Hanh
8	MPP-S118WSB-1	200096 Marketing Planning Project	08/01/2018	13/05/2018	7/5 - 13/5/2018	Fri (AM)	8:00 - 11:15	I3.01	Asso Prof. Tran Ha Minh Quan
9	BBM-S118WSB-1	200091 Business to Business Marketing	02/01/2018	13/05/2018	7/5 - 13/5/2018	Thu (AM)	8:00 - 11:15	603	Ms. Nguyen Thuy Hang
10	SABV-S118WSB-1	200921 Security Analysis and Business Valuation	02/01/2018	13/05/2018	7/5 - 13/5/2018	Thu (PM)	13:00 - 16:15	I3.02	Dr. Tran Phuong Thao
11	FE-S118WSB-1	200910 Financing Enterprises	02/01/2018	13/05/2018	7/5 - 13/5/2018	Tue (AM)	8:00 - 11:15	I302	Mr. Manoj Menon