

## ANNOUNCEMENT

**Regarding: The enrolment for Semester 3 2019-2020 (Term 2 2020)**

**TO: WSB Stage 2 students**

The International School of Business would like to announce the enrolment for Western Sydney Bachelor students in Semester 3 2019-2020 (so-called Term 2 2020) as follows.

1. **Enrollee:** Western Sydney Bachelor students in Stage 2
2. **Enrolment requirements:**
  - Student are required to enroll the units from **8:00 AM, Wednesday 01 April 2020 to 24:00 PM Thursday 02 April 2020 in BOTH**
    - MyISB (<http://myisb.isb.edu.vn>)
    - MyStudentRecord (<https://mysr.westernsydney.edu.au/connect/webconnect>)
  - All students must follow the course structure and requirements and 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. Hoàng Anh before **16:00 PM, 08 May 2020** at floor 6, 79 Nguyen Dinh Chieu Campus.
  - The forms can be downloaded [HERE](#) (Myisb.isb.edu.vn -> Forms)
3. **Enrolment instructions:**
  - ❖ **MyISB:** You are required to do the following steps.
    - 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](#)
  - ❖ **MyStudentRecord (MySR):** 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 course (2786 Bachelor of Business – 2020)**
    - Step 4: Click on **Select your unit** -> Type the unit code (find in the schedule table, page 3) -> click **Get unit (NOTES:** The correct teaching period you have to choose for all units is **2020 UEH T2)**
    - Step 5: Tick **Add** -> **Add to cart** -> **Proceed to check out** -> **Confirm**

Step 6: 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](#).

#### 4. Unit withdrawal:

- **Census date, 08 May 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. Hoàng Anh – Floor 6, 79 Nguyen Dinh Chieu St., District 3, HCMC before the census date.

#### 5. 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 **08 May 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 Phạm Ngọc Thạch
    - Content: [Họ và tên sinh viên – Mã số SV] Học kỳ 3, 2019 – 2020 WSU Program

#### 6. Contacts:

- Tuition fee: Ms. Bích Phương, [bichphuong@isb.edu.vn](mailto:bichphuong@isb.edu.vn)
- Eduman support: Mr. Tuấn, [tuán.nguyen@isb.edu.vn](mailto:tuán.nguyen@isb.edu.vn)
- Other issues: Ms. Hoàng Anh, [hoanganh@isb.edu.vn](mailto:hoanganh@isb.edu.vn)

#### 7. Notes:

- Students must check schedules on the MyISB 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 (**08 May 2020**) 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 will 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.

## PROPOSED COURSE SCHEDULE

| No | Class         | Unit code | Unit name                          | Start date  | End date       | Exam date           | Day      | Lecturer                                |
|----|---------------|-----------|------------------------------------|-------------|----------------|---------------------|----------|---|
| 1  | FIM-S220WSB-1 | 200048    | Financial Institutions and Market  | 11 May 2020 | 15 August 2020 | 10 - 15 August 2020 | Wed (AM) | Phan Thị Minh Thu                       |
| 2  | FIM-S220WSB-2 | 200048    | Financial Institutions and Market  |             |                |                     | Thu (AM) | Phan Thị Minh Thu                       |
| 3  | IM-S220WSB-1  | 200819    | Investment Management              |             |                |                     | Fri (AM) | Phùng Đức Nam                           |
| 4  | BM-S220WSB-1  | 200818    | Bank Management                    |             |                |                     | Tue (AM) | Lê Trung Thành                          |
| 5  | IES-S220WSB-1 | 200917    | Innovation, Enterprise and Society |             |                |                     | Tue (PM) | Peter Michael Saram                     |
| 6  | SMM-S220WSB-1 | 200087    | Strategic Marketing Management     |             |                |                     | Tue (AM) | Trần Hà Minh Quân -<br>Nguyễn Thúy Hằng |
| 7  | MR-S220WSB-1  | 200592    | Marketing Research                 |             |                |                     | Mon (AM) | Huỳnh Bá Chân Như                       |
| 8  | IMk-S220WSB-1 | 200094    | International Marketing            |             |                |                     | Fri (AM) | Nguyễn Văn Thăng Long                   |
| 9  | IMk-S220WSB-2 | 200094    | International Marketing            |             |                |                     | Fri (PM) | Nguyễn Văn Thăng Long                   |
| 10 | MPP-S220WSB-1 | 200096    | Marketing Planning Project         |             |                |                     | Sat (AM) | Võ Văn Dung                             |
| 11 | ESA-S220WSB-1 | 200589    | Export Strategy and Applications   |             |                |                     | Mon (AM) | Nguyễn Tiến Hoàng                       |

**Notes:**

Morning classes: from 8:00 - 11:15

Afternoon classes: from 13:00 - 16:15