

ANNOUNCEMENT

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

TO: WSB Stage 2 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 2
2. **Enrolment requirements:**
 - Student are required to enroll the units from **8:00 AM, Tuesday 23 March 2021 to 24:00 PM Wednesday 24 March 2021 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 enroll to a retake unit or the unit which are not arranged in the Tentative student list, or cannot self-enroll due to technical issues, are required to lodge **Add-drop subjects request form ONLINE** before **16:00 PM, 14 May 2021**.
(Link <https://forms.gle/qC5SBNYDE9Xx1neT6>)
3. **Enrolment instructions:**
 - ❖ **MyISB:** You are required to do the following steps.
 - Step 1: Go to ISB website: 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 of 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 confirmationMore 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 – 2021)**
 - Step 4: Click on **Select your unit** → Type the unit code (*find at the schedule table, page 3*) → click **Get unit****(NOTES:** The correct teaching period you have to choose for all units is **2021 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, 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 and classes 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 <https://forms.gle/qC5SBNYDE9Xx1neT6>)

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 **14 May 2021**
 - In cash/ debit or credit cards:
 - Place: Accounting Department, ISB
 - Address: 1st 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 WSU Program
- Students from cohort 2018 on, can view the required tuition fee on MyISB, 2 days after successful enrolment on MyISB by logging in your MyISB account -> Information -> Học phí lớp học phần
- Students, who attend financial aids, will follow the tuition announcement and deadlines sent separately by Bella Group.

6. Contacts:

- Tuition fee: Ms. Thảo Trần, thao.tran@isb.edu.vn
- MyISB support: Mr. Tuấn, tuán.nguyen@isb.edu.vn
- Other issues: Ms. Hoàng Anh, 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 (**14 May 2021**) 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	End	Exam	Time		Lecturer
1	DTC-T221WSB-1	200918	Design Thinking for Creativity	17/05/2021	22/08/2021	16 - 21/08/2021	Tue	15:30-18:45	Đoàn Đức Minh
2	DTC-T221WSB-2	200918	Design Thinking for Creativity				Wed	15:30-18:45	Đoàn Đức Minh
3	EIM-T221WSB-1	200911	Enterprise Innovation and Markets				Tue	08:00-11:15	Huỳnh Quang minh
4	EIM-T221WSB-2	200911	Enterprise Innovation and Markets				Wed	08:00-11:15	Huỳnh Quang minh
5	MGE-T221WSB-1	200864	Managing in the Global Environment				Wed	08:00-11:15	Nguyễn Kim Thảo
6	MGE-T221WSB-2	200864	Managing in the Global Environment				Wed	12:00-15:15	Nguyễn Kim Thảo
7	IBP-T221WSB-1	200590	International Business Project				Wed	08:00-11:15	Nguyễn Hoàng Lê
8	MPP-T221WSB-1	200096	Marketing Planning Project				Thu	15:30-18:45	Đỗ Thuỳ An
9	FIM-T221WSB-1	200048	Financial Institutions and Market				Thu	08:00-11:15	Phạm Quốc Hùng
10	FIM-T221WSB-2	200048	Financial Institutions and Market				Fri	08:00-11:15	Phạm Quốc Hùng
11	IES-T221WSB-1	200917	Innovation, Enterprise and Society				Thu	15:30-18:45	Đoàn Đức Minh
12	IES-T221WSB-2	200917	Innovation, Enterprise and Society				Fri	15:30-18:45	Đoàn Đức Minh
13	IMk-T221WSB-1	200094	International Marketing				Fri	15:30-18:45	Nguyễn Văn Thăng Long
14	IMk-T221WSB-2	200094	International Marketing				Sat	08:00-11:15	Nguyễn Văn Thăng Long
15	MR-T221WSB-1	200592	Marketing Research				Mon	08:00-11:15	Huỳnh Bá Chân Như
16	MR-T221WSB-2	200592	Marketing Research				Sat	08:00-11:15	Huỳnh Bá Chân Như
17	FE-T221WSB-1	200910	Financing Enterprises				Tue	08:00-11:15	Lê Thị Phương Vy

18	EFEP-T221WSB-1	200537	Economics and Finance Engagement Project			Wed	08:00-11:15	Đoàn Anh Tuấn
19	SMM-T221WSB-1	200087	Strategic Marketing Management			Wed	15:30-18:45	Nguyễn Thuý Hằng
20	SMM-T221WSB-2	200087	Strategic Marketing Management			Fri	08:00-11:15	Nguyễn Thuý Hằng
21	GS-T221WSB-1	200815	Globalisation and Sustainability			Thu	08:00-11:15	Trần Bá Linh
22	GS-T221WSB-2	200815	Globalisation and Sustainability			Thu	12:00-15:15	Trần Bá Linh
23	BM-T221WSB-1	200818	Bank Management			Mon	12:00-15:15	Lê Trung Thành
24	BM-T221WSB-2	200818	Bank Management			Mon	15:30-18:45	Lê Trung Thành

