

ANNOUNCEMENT

Regarding: The enrolment for Quarter 1 - 2018 (Semester 2/ 2017-2018)

TO: All students

The International School of Business would like to announce the enrolment for Western Sydney Master students in the Quarter 1 - 2018 (Semester 2/ 2017-2018) as follows.

1. **Enrollee:** All MBA Western Sydney students

2. **Online enrolment tools and dates:**

- ❖ **Stage 1:** Eduman (myisb.isb.edu.vn), from 8:00, 15 Dec 2017 to 23:59, 16 Dec 2017
- ❖ **Stage 2:** Students are required to enrol online in **BOTH MyStudentRecord** (Western Sydney) and **Eduman** from 8:00, 15 Dec 2017 to 23:59, 16 Dec 2017
 - Eduman (myisb.isb.edu.vn)
 - MyStudentRecord (Western Sydney system)

3. **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/UEH1**)

4. Unit withdrawal:

- Census date (**06 January 2018**) is the official deadline for finalizing your enrolment and fees for each teaching session.
- 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 Student Service Department - 17 Pham Ngoc Thach, District 3, HCMC
- While waiting for the withdrawal application approval, students must go to class as normal.

5. Payment:

- Students have to pay the required tuition according to the tuition announcement either in cash or by bank transfer.
 - In cash: The Accounting Department, Room V102, 17 Pham Ngoc Thach Street, District 3, HCMC. Working time: From 8:00 – 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
 - Content: [Student name – Student ID] – MBA Stage 1 / Stage 2 tuition fee

6. Main supporters:

- Tuition fee: Ms. Bích Phương, bichphuong@isb.edu.vn
- Eduman support: Mr. Tuấn, tuan.nguyen@isb.edu.vn
- Western Sydney system support: westernsydney.edu.au -> Sign into -> MyIT Portal (Log in to chat online with IT support team within working hours)
- Other issues: Ms. My, my.tran@isb.edu.vn

7. 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 still own tuition fees after the tuition payment deadline will be eliminated from their enrolled class. All receipts / invoices have to be carefully stored for confirmation if required.

COURSE SCHEDULE

No	Unit code	Teaching period	Class	Unit Name	Start Date	End Date	Final Exam/Report	Sessions	Date	Time	Feedback time
Stage 1:											
1			IBE-Q118MBA-1	Integrated Business Experience 2	30-Dec-17	03-Feb-18	02-Mar-2018	10	Sat pm, Sun	9-12 am, 2-5 pm	01/02/2018 - 01/03/2018
2			CPM-Q118MBA-1	Contemporary People Management	03-Mar-18	18-Mar-18	31-Mar-18	9	Sat pm, Sun	8:30-12 am, 1:30-5 pm	15/3/2018 - 15/4/2018
Stage 2a:											
3	200841	2018/UEH1	SBM-Q118MBA-1	Strategic Business Management	13-Jan-18	28-Jan-18	03-Mar-18	9	Sat pm, Sun	8:30-12 am, 1:30-5 pm	25/01/2018 - 25/02/2018
4	51240	2018/UEH1	PM-Q118MBA-1	Project Management	10-Mar-18	31-Mar-18	07-Apr-18	10	Sat pm, Sun	9-12 am, 2-5 pm	30/3/2018 - 30/4/2018
Stage 2b:											
5	200829	2018/UEH1	BP-Q118MBA-1	Business Project	14-Jan-18	08-Apr-18	15-Apr-2018	10	Sun	9-12 am, 2-5 pm	05/4/2018 - 05/5/2018

