

Ho Chi Minh City, July 24, 2023

ANNOUNCEMENT

Regarding: The enrolment for Semester 1/ 2023 - 2024

TO: ISB.MBA 13 students

The International School of Business would like to announce the enrolment for **ISB.MBA13 (cohort 32)** students in the Semester 1/ 2023 - 2024 as follows.

1. **Enrollee:** ISB.MBA13 (cohort 32)

2. **Census date:** **August 06, 2023**

3. **Enrolment requirements:**

All students must follow the course structure and requirements. Those students who are going to study with another batch or to repeat any subject are required to submit the relevant form to Student Advisor before the **Census date**.

4. **Check enrolled units**

All students have to check your enrolled units each semester to make sure your name already be enrolled in the units. If not, you can't study that semester.

Step 1: Go to the ISB website: <https://myisb.isb.edu.vn/>

Step 2: Log in to the online system using your student account (Username and password)

Step 3: To check your enrolled unit, go to **Enrolment** → **Result** to check the enrolment confirmation.

5. **Unit withdrawal, adding, or repeating:**

- Students are not allowed to add subjects after the **census date**.

- After the census date, in order to withdraw a unit, students need to submit a required form (which can be downloaded at: <http://myisb.isb.edu.vn/?Page=giaotrinh&idLoai=40>) and all related documents to email isb.mba@isb.edu.vn for approval. **Deadline:** Before the first session for each unit. Any request after this date will not be considered.

- While waiting for the application approval, students must attend classes normally.

6. **Payment:**

6.1. General information:

- Tuition depends on the number of units that students enroll in for the Semester 1/ 2023-2024:

○ Fee per credit (English unit): **2,180,000VND/credit**.

○ Fee per credit (Vietnamese unit): **1,090,000VND/credit**.

- **To check the tuition status: log-in to www.myisb.isb.edu.vn and go to “Information→ Tuition fee”**

- Payment is required to be made from **August 09-10, 2023**

6.2. Payment method:

- *Option 1:* Online payment via the website: <https://payment.ueh.edu.vn/nop-tien/nop-tien.htm?doituong=1&dotthu=249779>
- *Option 2:* Transfer to:
 - Account name: **Trường Đại học Kinh tế TP. Hồ Chí Minh.**
 - Bank: **Orient Commercial Joint Stock Bank - Gia Dinh Branch**
 - Account number: **0036100000119009**
 - Content: **Student name, Student ID, ISB MBA, Semester**
- *Option 3:* Card payment (ATM, Visa, Master,...) at:
 - Accounting Department (A.009 - 59C Nguyen Dinh Chieu street, District 3, HCMC);
 - *Or* Orient Commercial Joint Stock Bank (OCB) - Duy Tan transaction office (17 Pham Ngoc Thach street, District 3, HCMC)
- *Option 4:* Pay directly at the transaction offices and branches of Orient Commercial Joint Stock Bank (OCB).

7. Notes:

- Students must check the schedule and attend the right classes. Students are not allowed to change classes or units without the school's approval.
- After payment submission, students need to keep all bank statements for payment confirmation if required.
- Students who still own tuition fees after the tuition payment deadline will be eliminated from their enrolled classes.

Students must email a copy of the invoice to the ISB Accounting Department after making payment. If you have any questions about tuition fees, do not hesitate to contact Ms. Nở (The Accounting Department) – via *email*: no.le@isb.edu.vn

COURSE SCHEDULE

SEMESTER 1 – 2023-2024

TT	Class code	Class name	Start Date	End Date	Final exam (Tentative schedule)	Credit	Lecturer	Feedback period (on myisb)
1	BRM-CH32ISB-1	Business Research Methods	19/08/2023	24/09/2023	30/09/2023 Final Report	4	Dr. Trần Vĩ Dr. Lý Thị Minh Châu	25/09/2023 - 10/10/2023
2	PSO-CH32ISB-1	Problem Solving in Organizations	28/09/2023	29/10/2023	07/11/2023	4	Assoc.Prof. Nguyễn Thị Mai Trang Industry Guest	01/11/2023 - 15/11/2023