

Ho Chi Minh City, December 01, 2022

## ANNOUNCEMENT

*Regarding: The enrolment for Semester 2/2022 - 2023*

*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 2/2022 - 2023 as follows.

1. **Enrollee:** ISB.MBA13 (cohort 32)
2. **Census date:** **December 16, 2022**
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**

The forms can be downloaded on [myisb.isb.edu.vn](http://myisb.isb.edu.vn).

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](mailto: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 go to classes as normal.

6. **Payment:**

- 6.1. **General information:**

- Tuition depends on the number of units that students enroll in for the Semester 2/2022-2023
  - o Fee per credit (English unit): **2,180,000VND/credit**.
  - o Fee per credit (Vietnamese unit): **1,028,000VND/credit**.
- **To check the tuition status:** log-in to [www.myisb.isb.edu.vn](http://www.myisb.isb.edu.vn) and go to "Information → Tuition fee"
- Payment is required to be made from **December 26-27, 2022**

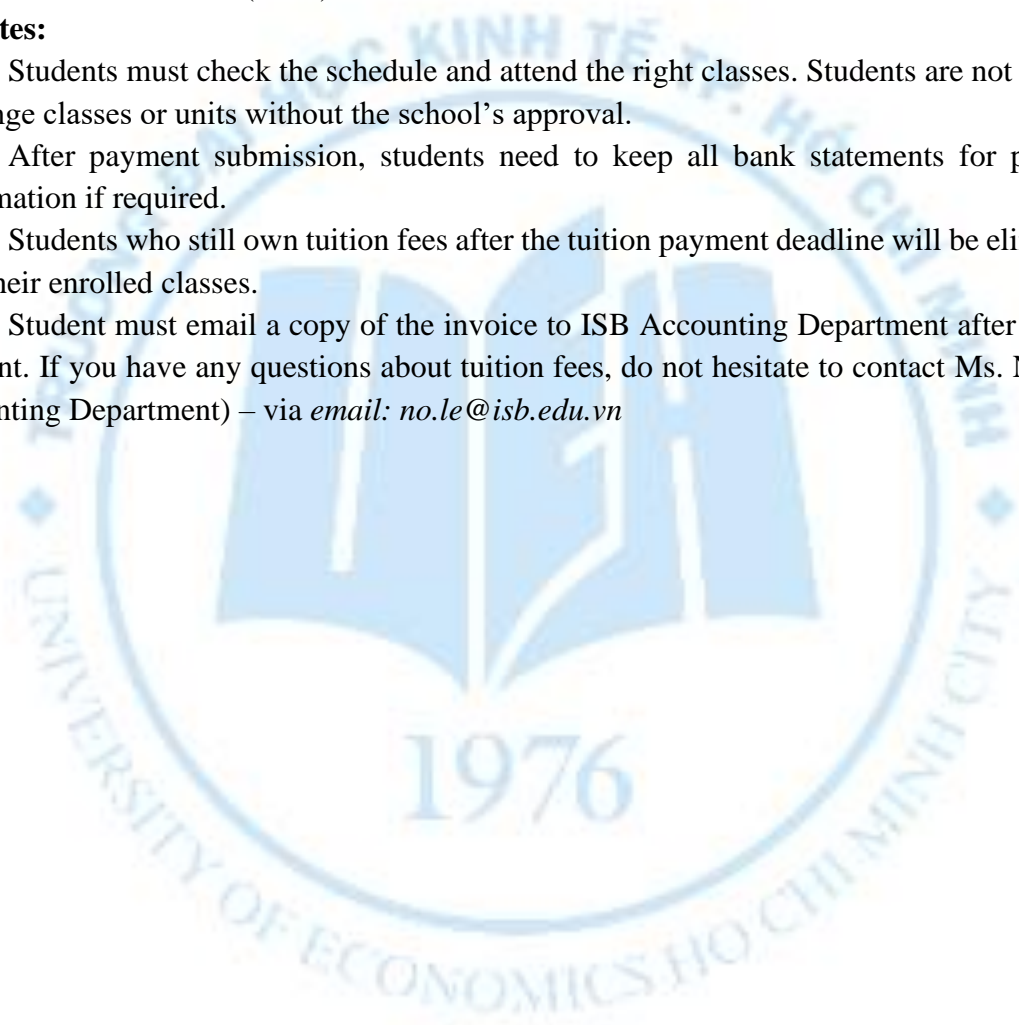
- 6.2. **Payment method:**

- **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.
- Student must email a copy of the invoice to 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 2 – 2022-2023

TT	Class code	Class name	Start Date	End Date	Final exam	Credit	Lecturer	Feedback period (on myisb)
1	SMM-CH32ISB-1	Strategic Marketing Management	07/01/2023	10/03/2023	25/03/2023 <b>Final report</b>	4	Dr. Mirjam Hauser Mr. Tien Nguyen	15/03/2023 – 31/03/2023
2	HRM-CH32ISB-1	Human Resource Management	24/03/2023	23/04/2023	06/05/2023 <b>Final Report</b>	4	Dr. Lê Thị Thanh Xuân Ms. Nguyễn Thị Tâm Thanh	01/05/2023 – 15/05/2023