

Ho Chi Minh City, 17 March 2023

ANNOUNCEMENT

Regarding: The enrolment for Semester 3 2022-2023 (Term 2 2023)

TO: WSU Stage 1 students

The International School of Business would like to announce the enrolment for Western Sydney Bachelor students in Semester 3 2022-2023 (so-called Term 2 2023) as follows.

1. **Enrollee:** Western Sydney Bachelor students in Stage 1.

2. **Online enrolment dates:**

Students are required to enroll the units from **8:00 AM, Friday 24 March 2023 to 23:59 PM Saturday 25 March 2023** on **MyISB** website (<http://myisb.isb.edu.vn>)

3. **Enrolment requirements:**

- All students must follow the course structure and requirements.
 - Students, who want to enrol for a retake unit on MyISB or cannot self-enrol on MyISB because of technical issue, are recommended to lodge **Add-drop subjects request form** ONLINE via (Link:[HERE](#)) **from 09:00 AM, 27 March to 23:59 PM, 29 March 2023**. (Note that: Add-drop form can be approved or rejected)
 - In case you meet a technical issue while you register, you are required to fill in an add drop form and attach evidence with a full screenshot, including: full name, date and time at the time of registration. We will reject the request if there is not enough evidence.
 - After successful registration, please take a screenshot or video and keep it for confirmation (if needed)
- ❖ Note: Please be advised that we are unable to accommodate all requests because the class capacity is limited. If the capacity is reached, you should consider enrolling in another class of the unit or other unit.

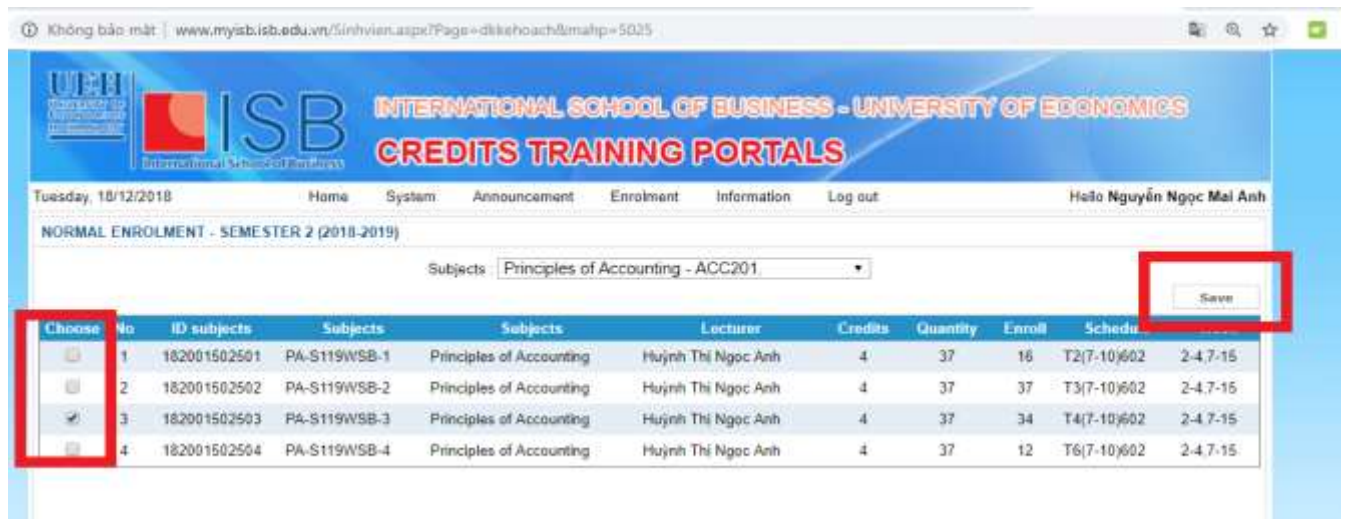
4. Enrolment instructions:

- 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 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](#).

NOTE: To change the units which you have enrolled, please go to Enrolment -> Enrolment result -> click on the Change Subject icon (as shown in the photo below)



- Select the unit you want to change then, click save.
- To double check the unit enrolment, go to Enrolment -> Enrolment result.



5. Unit withdrawal:

- **Census date, 12 May 2023**, is the official deadline for finalizing your enrolment and fees for the Semester 3 2022-2023.
- 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.

6. Payment:

- Students have to pay the required tuition fee which can be viewed on MyISB a week after your successful enrolment on MyISB **12 May 2023**.

- **In cash:**
 - 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: Vien Dao Tao Quoc Te
 - Account Number: 00361 00000 179 001
 - Bank: Orient Commercial Joint Stock Bank (OCB), Branch Gia Dinh
 - Content: [Student name – Student ID - Class name] Semester 3 2022-2023 WSU.BBUS
 - Students who attend Education Finance Program (EduFin) with monthly installments, will follow tuition announcement and deadlines sent separately by Bella Group.

7. Contacts:

- Tuition fee: Ms. Thảo Trần, thao.tran@isb.edu.vn
- Reset MyISB account: Mr. Hoài, hoai.do@isb.edu.vn
- Other issues: wsuprogram@westernsydney.edu.vn

8. Notes:

- Students are fully responsible if you register for the wrong course or have an excess/missing subject which may lead to delay in Stage 2 or graduation.
- Students must check schedules on the MyISB website and attend the right classes.
- Without the school's approval, students are not allowed to change the classes or units after the registration date.
- Students, who have not paid their tuition fees by the due date (**12 May 2023**), will be eliminated from their enrolled classes. In addition, no academic documents or transcripts will be issued.
- Students are advised to keep a record of payment for confirmation purposes.

COURSE STRUCTURE

- Students need to clearly identify the program, the number of required subjects to register correctly and ensure their study plan.
 - Please refer to the Student Handbook for more information.
 - In case students are considered for exemption from some subject(s), students need to check offer letter and compare to study plan. If there are any concerns, students must email the school immediately before the census date.
- ❖ Currently, 2 subjects Academic English and Business Communications are no longer open for registration at Stage 1.
- ❖ Therefore, students need to clearly determine which of the following cases they belong to, to register for the appropriate subjects and take full responsibility for their enrollment, details are attached in the table below:

For BCOMM students:

BCOMM PROGRAM COURSE STRUCTURE	
Business Communications OR Business Academic Skills	4 units taken from the pool of Bachelor of Business stage 1
Principles of Marketing	
Consumer Behavior	
Marketing Research	

For BBUS students:

BBUS PROGRAM COURSE STRUCTURE

No.	For students have passed Academic English and Business Communications		For students have not studied Academic English and Business Communications		For students have studied Academic English OR Business Communications	
		Passed/ Exempted		Required		Passed/ Exempted
1	Academic English	Passed/ Exempted	Business Academic Skills	Required	Academic English OR Business Communications	Passed/ Exempted
2	Business Communications	Passed/ Exempted	Principles of Economics	Required	Principles of Economics	Required
3	Human Resource Management OR Marketing Research	Required	Principles of Management	Required	Principles of Management	Required
4	Principles of Economics	Required	Principles of Marketing	Required	Principles of Marketing	Required
5	Principles of Management	Required	Principles of Accounting	Required	Principles of Accounting	Required
6	Principles of Marketing	Required	Marketing Research	Required	Marketing Research	Required
7	Principles of Accounting	Required	Statistics for Business	Required	Statistics for Business	Required
8	Statistics for Business	Required	Human Resource Management	Required	Human Resource Management	Required
9	International Business	Required	International Business	Required	International Business	Required
10	Business Law	Required	Business Law	Required	Business Law	Required
11	Consumer Behaviour	Required	Consumer Behaviour	Required	Consumer Behaviour	Required
12	Corporate Finance	Required	Corporate Finance	Required	Corporate Finance	Required

PROPOSED SCHEDULE STAGE 1

Notes:

- This is an expected schedule. Some courses might be rescheduled in order to avoid scheduling conflicts.
- Study mode Offline => Offline Exam
- Updated schedule has been highlighted with **yellow** as below.

No	Class	Unit Name	Start	End	Exam	Day	Time	Teaching team
			Date	Date	Week			
1	BAS-T223WSB-1	Business Academic Skills	15/05/2023	27/08/2023	14-26/08/2023	Mon	08:00-11:15	Anna Loseva, Pascal Chabot
2	BAS-T223WSB-2					Mon	12:00-15:15	
3	BAS-T223WSB-3					Thu	08:00-11:15	

No	Class	Unit Name	Start	End	Exam	Day	Time	Teaching team
			Date	Date	Week			
4	PE-T223WSB-1	Principles of Economics	15/05/2023	27/08/2023	14-26/08/2023	Mon	08:00-11:15	Kinwah Lo Nguyễn Thị Hoàng Anh Phạm Đình Long Phạm Tiết Huy
5	PE-T223WSB-2					Mon	12:00-15:15	
6	PE-T223WSB-3					Fri	08:00-11:15	
7	PE-T223WSB-4					Fri	12:00-15:15	
8	PE-T223WSB-5					Thu	15:30-18:45	
9	PE-T223WSB-6					Wed	08:00-11:15	
10	PE-T223WSB-7					Mon	15:30-18:45	
11	PE-T223WSB-8					Tue	15:30-18:45	

No	Class	Unit Name	Start	End	Exam	Day	Time	Teaching team
			Date	Date	Week			
12	PM-T223WSB-1	Principles of Management	15/05/2023	27/08/2023	14-26/08/2023	Thu	12:00-15:15	Lê Nguyễn Huệ Miên Hồ Tuấn Vinh Trần Bá Linh
13	PM-T223WSB-2					Thu	15:30-18:45	
14	PM-T223WSB-3					Mon	15:30-18:45	
15	PM-T223WSB-4					Fri	15:30-18:45	
16	PM-T223WSB-5					Tue	12:00-15:15	
17	PM-T223WSB-6					Wed	08:00-11:15	
18	PM-T223WSB-7					Wed	12:00-15:15	

No	Class	Unit Name	Start	End	Exam	Day	Time	Teaching team
			Date	Date	Week			
19	PMk-T223WSB-1	Principles of Marketing	15/05/2023	27/08/2023	14-26/08/2023	Tue	08:00-11:15	Trần Hoàng Mỹ Linh Phan Thanh Lộc Nguyễn Thúy Hằng Trần Ngọc Phú
20	PMk-T223WSB-2					Wed	08:00-11:15	
21	PMk-T223WSB-3					Thu	08:00-11:15	
22	PMk-T223WSB-4					Tue	15:30-18:45	
23	PMk-T223WSB-5					Wed	15:30-18:45	
24	PMk-T223WSB-6					Wed	15:30-18:45	
25	PMk-T223WSB-7					Thu	15:30-18:45	

No	Class	Unit Name	Start	End	Exam	Day	Time	Teaching team
			Date	Date	Week			
26	PA-T223WSB-1	Principles of Accounting	15/05/2023	27/08/2023	14-26/08/2023	Tue	12:00-15:15	Huỳnh Thị Ngọc Anh Nguyễn Thùy Nhung Phạm Phương Kha
27	PA-T223WSB-2					Tue	15:30-18:45	
28	PA-T223WSB-3					Thu	12:00-15:15	
29	PA-T223WSB-4					Thu	15:30-18:45	
30	PA-T223WSB-5					Wed	12:00-15:15	
31	PA-T223WSB-6					Tue	12:00-15:15	
32	PA-T223WSB-7					Wed	15:30-18:45	

No	Class	Unit Name	Start	End	Exam	Day	Time	Teaching team
			Date	Date	Week			
33	SB-T223WSB-1	Statistics for Business	15/05/2023	27/08/2023	14-26/08/2023	Tue	08:00-11:15	Bùi Anh Tuấn Võ Đức Hoàng Vũ Nguyễn Thị Thu Vân
34	SB-T223WSB-2					Sat	08:00-11:15	
35	SB-T223WSB-3					Tue	15:30-18:45	
36	SB-T223WSB-4					Thu	15:30-18:45	
37	SB-T223WSB-5					Fri	08:00-11:15	
38	SB-T223WSB-6					Fri	12:00-15:15	

No	Class	Unit Name	Start	End	Exam	Day	Time	Teaching team
			Date	Date	Week			
39	HRM-T223WSB-1	Human Resource Management	15/05/2023	27/08/2023	14-26/08/2023	Mon	08:00-11:15	Lê Thị Thanh Xuân Trần Nguyệt Quế Mark Benesio Carace
40	HRM-T223WSB-2					Mon	12:00-15:15	
41	HRM-T223WSB-3					Wed	12:00-15:15	
42	HRM-T223WSB-4					Fri	15:30-18:45	
43	HRM-T223WSB-5					Sat	08:00-11:15	
44	HRM-T223WSB-6					Sat	12:00-15:15	

No	Class	Unit Name	Start	End	Exam	Day	Time	Teaching team
			Date	Date	Week			
45	IB-T223WSB-1	International Business	15/05/2023	27/08/2023	14-26/08/2023	Mon	08:00-11:15	Adam Briffett Phạm Thị Bích Ngọc
46	IB-T223WSB-2					Tue	15:30-18:45	
47	IB-T223WSB-3					Wed	15:30-18:45	
48	IB-T223WSB-4					Fri	15:30-18:45	
49	IB-T223WSB-5					Mon	12:00-15:15	
50	IB-T223WSB-6					Tue	08:00-11:15	

No	Class	Unit Name	Start	End	Exam	Day	Time	Teaching team
			Date	Date	Week			
51	CB-T223WSB-1	Consumer Behaviour	15/05/2023	27/08/2023	14-26/08/2023	Mon	08:00-11:15	Nguyễn Ngọc Quỳnh Thư Đình Tiên Minh Võ Văn Dung
						Fri	15:30-18:45 (Guest speaker - Week 369)	
52	CB-T223WSB-2					Tue	08:00-11:15	
						Sat	08:00-11:15 (Guest speaker - Week 369)	
53	CB-T223WSB-3					Tue	08:00-11:15	
						Sat	12:00-15:15 (Guest speaker - Week 369)	
54	CB-T223WSB-4					Tue	12:00-15:15	
						Sat	15:30-18:45 (Guest speaker - Week 369)	
55	CB-T223WSB-5					Tue	15:30-18:45	
						Sat	12:00-15:15 (Guest speaker - Week 369)	
56	CB-T223WSB-6					Wed	08:00-11:15	
						Sat	15:30-18:45 (Guest speaker - Week 369)	
57	CB-T223WSB-7					Wed	12:00-15:15	
						Sat	12:00-15:15 (Guest speaker - Week 4710)	
58	CB-T223WSB-8					Wed	15:30-18:45	
						Sat	15:30-18:45 (Guest speaker - Week 4710)	

No	Class	Unit Name	Start	End	Exam	Day	Time	Teaching team
			Date	Date	Week			
59	CF-T223WSB-1	Corporate Finance	15/05/2023	27/08/2023	14-26/08/2023	Thu	08:00-11:15	Nguyễn Đức Nguyên Tùng Thị Kim Thoa Phạm Quang Anh Thư Trần Duy Phong
60	CF-T223WSB-2					Wed	08:00-11:15	
61	CF-T223WSB-3					Mon	15:30-18:45	
62	CF-T223WSB-4					Fri	08:00-11:15	
63	CF-T223WSB-5					Mon	15:30-18:45	
64	CF-T223WSB-6					Fri	15:30-18:45	

No	Class	Unit Name	Start	End	Exam	Day	Time	Teaching team
			Date	Date	Week			
65	BL-T223WSB-1	Business Law	15/05/2023	27/08/2023	14-26/08/2023	Wed	15:30-18:45	Hà Thị Thanh Bình Lê Hưng Long Nguyễn Song Ngọc Chung
66	BL-T223WSB-2					Sat	08:00-11:15	
67	BL-T223WSB-3					Mon	08:00-11:15	
68	BL-T223WSB-4					Mon	12:00-15:15	
69	BL-T223WSB-5					Thu	08:00-11:15	
70	BL-T223WSB-6					Thu	12:00-15:15	

No	Class	Unit Name	Start	End	Exam	Day	Time	Teaching team
			Date	Date	Week			
71	MR-T223WSB-1	Marketing Research	15/05/2023	27/08/2023	14-26/08/2023	Tue	08:00-11:15	Lê Thị Hồng Minh Nguyễn Lê Xuân Doanh
72	MR-T223WSB-2					Tue	12:00-15:15	
73	MR-T223WSB-3					Mon	12:00-15:15	
74	MR-T223WSB-4					Mon	15:30-18:45	

