

## ANNOUNCEMENT

*Regarding: The enrolment for Quarter 3-2018 (Semester 4/2017-2018)*

*TO: All students*

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The International School of Business would like to announce the enrolment for Western Sydney Master students in the Quarter 3-2018 (Semester 4/2017-2018) as follows.

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

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

- ❖ **Stage 1:** Eduman ([myisb.isb.edu.vn](http://myisb.isb.edu.vn)), **from 25 June 2018 (8:00) to 26 June 2018 (23:59)**
- ❖ **Stage 2:** Students are required to enrol online in **BOTH MyStudentRecord** (Western Sydney) and **Eduman**:
  - Eduman ([myisb.isb.edu.vn](http://myisb.isb.edu.vn)): **from 02 July 2018 (8:00) to 03 July 2018 (23:59)**
  - MyStudentRecord – Western Sydney: **by 12 July 2018**  
(<https://mysr.uws.edu.au/connect/webconnect>)

3. **Enrolment instructions:**

- ❖ **Eduman:** You are required to do the following steps.

Step 1: Go to ISB website: [www.myisb.isb.edu.vn](http://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/> to activate your account password for the first time.

Step 2: Sign into your My Student Record system

(<https://mysr.uws.edu.au/connect/webconnect>)

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/UEH3**)

#### 4. Unit withdrawal:

- Census date (**12 July 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
  - Deadline for payment: **12 July 2018**

#### 6. Main supporters:

- Tuition fee: Ms. Bích Phương, [bichphuong@isb.edu.vn](mailto:bichphuong@isb.edu.vn)
- Myisb support: Mr. Tuấn, [luan.nguyen@isb.edu.vn](mailto:luan.nguyen@isb.edu.vn)
- Western Sydney system support: [westernsydney.edu.au](http://westernsydney.edu.au) -> Sign into -> MyIT Portal (Log in to chat online with IT support team within working hours)
- Other issues: [mba@isb.edu.vn](mailto:mba@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 classes. 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
<b>Stage 1:</b>											
1			CPM-Q318MBA-1	Contemporary People Management	30-Jun-18	15-Jul-18	28-Jul-18	10	Sat pm, Sun	9-12 am, 2-5 pm	15/7/2018 - 15/8/2018
2			IBE2-Q318MBA-1	Integrated Business Experience 2	05-Aug-18	15-Sep-18	TBA	10	Sat pm, Sun	9-12 am, 2-5 pm	15/9/2018 - 15/10/2018
<b>Stage 2a:</b>											
3	200833	2018/UEH3	LCO-Q318MBA-1	Leading Contemporary Organisations	14-Jul-18	12-Aug-18	TBA	10	Sat pm, Sun	9-12 am, 2-5 pm	10/8/2018-10/9/2018
4	200838	2018/UEH3	BOL-Q318MBA-1	Business Operations & Logistics	08-Sep-18	23-Sep-18	06-Oct-18	10	Sat pm, Sun	9-12 am, 2-5 pm	15/9/2018 - 15/10/2018