



AGSM MBA Program

Introduction

Before applying all applicants must have read and fully understood this policy document, which details the policies and procedures applicable to your application.

The AGSM MBA Program admissions process determines whether an applicant has the requisite skills to successfully undertake the AGSM MBA Program of the Australian School of Business at UNSW. The admissions process takes place over approximately four weeks and involves assessment of the applicant's academic qualifications and professional experience, personal details, an interview and a final decision by the Selection Committee. Applicants need to read the Program entry requirements carefully and be fully aware of all policies and deadlines that are associated with the various stages of the process.

A. Application deadline

A **complete** application must be submitted prior to the following dates:

First round applications: 1 September 2008

Second round applications: 15 October 2008

NB: An application is considered complete when the on-line application has been submitted, together with the application fee plus all the relevant documentation.

All international applicants are strongly encouraged to submit their complete applications well before the 1st round deadline to avoid any possible delays pertaining to a visa application, and to allow for relocation arrangements to be made in the case of an offer being made.

It is essential that international applicants apply for a student visa at an Australian Consulate as soon as the decision to accept the place on the AGSM MBA Program is made as visa applications can take up to three months to be resolved. The application process for a student visa can be complex and unexpected delays can occur. It is your responsibility to allow yourself plenty of time to organise your visa.

The student visa regulations may require you to have sat an IELTS test prior to lodging your application for a student visa. You should refer to the Department of Immigration and Citizenship website at www.immi.gov.au or your local Australian Consulate for more information. Note that IELTS scores are valid for two years only.

B. The application process

All applicants are required to complete and submit an on-line application. By submitting the on-line application an applicant is deemed to have read and understood all terms and conditions as detailed in the on-line application form and the AGSM MBA Program 2009 Admissions Policy.

Documentation required for the AGSM MBA Program application

It is the responsibility of the applicant to organise all relevant documentation required for their MBA application and submit this information by the application deadline.

For an application to be complete the following documentation is required:

- A completed on-line application form
- GMAT results
- Application fee (non-refundable)
- Two referee reports
- Four personal statement essays
- Photo identification (i.e. passport)
- Academic transcripts
- IELTS/TOEFL results (if applicable)
- Detailed CV

Further detailed information relating to the above documentation can be found at: <http://www2.agsm.edu.au/agsm/web.nsf/Content/FutureStudents-progmba-entry>

Original documentation for any academic studies undertaken is preferred; however, certified (notarised) copies of transcripts are acceptable. Please note that UNSW conducts random checks on document authenticity and will immediately withdraw an application if documentation is found to be fraudulent.

It is important for local applicants (both Australian citizens and permanent residents) to provide proof of Australian residency/citizenship. You should provide a certified copy of the personal details page of your Australian passport if you are an Australian citizen or certified copies of the personal details page of your passport and a certified copy of your permanent residency visa if you are a permanent resident.

C. Assessment of eligibility to apply

Complete applications are considered by the AGSM MBA Admissions Selection Committee on a rolling basis. The Selection Committee includes but is not limited to:

- The Director, AGSM MBA Programs
- The Senior Manager, AGSM MBA Programs
- Team Leader, AGSM MBA Admissions
- The Director, Careers Services
- The Manager, Career Services
- Nominated faculty & Alumni members

To make a complete application, the following is required:

1. Each applicant needs to lodge a complete on-line application form that outlines the applicant's educational and work background, contribution to University and Community Clubs or Programs, details of any scholarly achievements at a tertiary level and membership of any professional organisations.
2. The application fee of AUD\$100 is payable online or by bank cheque (a late fee of AUD\$500 will apply for any application and/or documentation submitted after the application deadline). Please note that the application fee is non-refundable.
3. Four personal statement essays. Each essay should meet the word length requirement.
4. A detailed CV which demonstrates and provides evidence to the Selection Committee of the applicant's business management, leadership, adaptability and influence and decision-making skills (the four key areas of competence). Evidence should be provided of successful outcomes in the workplace taking into account the above performance indicators. In addition a brief description of each of the companies the applicant has worked for must be provided in the CV. Further information can be obtained from the on-line application and on the AGSM MBA Programs website under entry requirements.
5. Two referee reports must be provided as part of the on-line application.
6. Original or certified copies of all degree certificates and transcripts, showing all grades and including an explanation of those grades. Photocopies without certification (notarisation) will be disregarded.
7. Transcripts and a conferred degree in a language other than English must be accompanied by a certified English translation.
8. All fail grades in prior tertiary study are considered carefully by the Selection Committee. Reasons for failure must be attached for the Selection Committee to review.
9. All applicants must sit the GMAT. It provides information on the verbal and written English and quantitative skills of the test taker. The official score can take up to six weeks to be sent to the School. Preparation and planning is required by the applicant to ensure the scores are sent to Admissions prior to the application deadline. The total GMAT score and its individual components are considered by the Selection Committee.
10. If an applicant's verbal score on the GMAT is between 25 and 29, further evidence of a suitable level of English is required. IELTS or TOEFL must then be submitted as part of the application. Minimum scores for English proficiency tests are advertised on the AGSM MBA Programs website and updated as required. Please refer to: <http://www2.agsm.edu.au/agsm/web.nsf/Content/FutureStudents-progmba-entry>
11. Meeting the requirements under 'eligibility to apply' does not imply that an offer will be made. The AGSM MBA Programs Selection Committee reserves the right to withhold offering a place on the AGSM MBA Program if upon assessment of an application there is not an appropriate "fit" (on key criteria) between the applicant and the current successful applicant pool.

It is expected that applicants will maintain a high level of professionalism in regards to all aspects of the application process, including the four written personal statement essays, interview and conduct throughout the application process.

D. Interview and selection

After reviewing applications to the AGSM MBA Program, the Selection Committee may request that an applicant participates in an interview to obtain further information to assist in the selection process.

The interview will most likely be a phone interview conducted by a member of the Selection Committee, which is approximately 30 minutes in length. However, where possible a face-to-face interview may be arranged.

Applicants should note that the interview is a formal assessable component of the application process.

E. Selection criteria

Applicants will be assessed on the following criteria:

1. Academic ability – an applicant's performance in the GMAT and undergraduate degree plus any additional postgraduate studies are considered in the overall assessment.
2. Work experience – quality and depth of work experience is assessed against the four key areas of competence (see section C above). The CV, referee reports and personal statement essays provide evidence in this regard.
3. Leadership potential, as evidenced by referee reports and personal statement essays.
4. Community contribution in university and community clubs and programs, membership of professional organisations and evidence of scholarly achievements.
5. English language – both verbal and written skills will be assessed to ensure applicants have a satisfactory level of English for their success in the AGSM MBA Program.
6. Articulation – verbal skills, as evidenced by the referees' reports and the interview process.
7. Overall 'fit' in the program.

Admission to the AGSM MBA Program is highly competitive. An offer of a place in the AGSM MBA Program is at the ultimate discretion of the Selection Committee. The Committee reserves the right not to offer a place in the MBA Program if, after consideration, it feels that an applicant does not meet any or all of the specified criteria.

F. Application outcomes

Applicants will be notified of the outcome of their application initially by email and will formally be confirmed in writing.

Applicants will have four weeks to accept their position in the AGSM MBA Program by completing and submitting the Acceptance of Offer form.

No extension of the offer expiry date will be given unless there are "exceptional circumstances", which must be supported in writing with appropriate documentation.

Delaying acceptances may potentially affect many other applicants and their respective offers of a place in the AGSM MBA Program. A request for extension to accept an offer of a place in the program must be submitted before the offer expiry date.

If you do not accept the placement offered, your offer will expire. However, you will be able to re-enter the offer pool after a request is submitted to the Selection Committee. Approval of this request will be determined on availability of places in the program and against the calibre of current successful applicants.

The AGSM MBA Program has a target class size of 60 and a maximum class size of 70 students per year and reserves the right to hold potential successful applicants on a waiting list if high demand does not allow all successful applicants a place in the Program during that admission cycle.

G. Conditional offer

In some instances where an incomplete or 'borderline' application is put forward to the Selection Committee, a conditional offer may be granted to those applicants who have demonstrated sufficient merit across key criteria. The conditions will be outlined in the offer letter and must be satisfactorily met before the relevant Program begins. Conditional offers are made at the discretion of the Selection Committee.

H. Deferring a place

Applicants who have been offered a place on the AGSM MBA Program and who need to defer their enrolment on the Program due to circumstances beyond their control may do so by submitting a written request to the Selection Committee. Your confirmation of deferral will be sent by email, which will be followed by an official letter. An offer will be re-made early in the following admission cycle for the subsequent MBA intake.

If, after deferring your place, you choose to withdraw from the Program, UNSW reserves the right to retain AUD\$1,000 of your deposit to cover administration costs.

Please note that our policy is to grant no more than one deferral.

I. Withdrawing an acceptance

If, after accepting your offer (having returned the Acceptance of Offer form and paid the deposit), you choose to withdraw, AGSM MBA Programs reserves the right to retain AUD\$1,000 of your deposit to cover administration costs.

J. Appeal

1. An applicant who wishes to appeal must submit a formal written appeal within 5 working days of email notification of their application being unsuccessful. This submission to the Selection Committee must address the reasons for the appeal in accordance with the selection criteria and must be no longer than 500 words. Please note applicants are not to lobby individual members of the Selection Committee or other representatives of the School. Any applicant who does so will not be permitted to continue with the appeal.
2. The Selection Committee will then re-convene to reach a decision in accordance with the policies on MBA Program admission.
3. The Director of AGSM MBA Programs will notify the applicant of the decision, indicating the reasons for the outcome of the appeal based on the selection criteria.

The decision of the Selection Committee on appeals is final and no further correspondence will be entered into.

K. Tuition fee deposit

The total tuition fee for local and international students joining the AGSM MBA Program in 2009 is AUD\$57,120.

All applicants must pay a tuition fee deposit in order to accept an offer of a place on the program.

For all applicants, a deposit of AUD\$5,000 is required to secure your place on the AGSM MBA Program. Your tuition fee deposit along with your signed Acceptance of Offer form is due within four weeks of the date of your letter of offer.

L. Overseas Student Health Cover (OSHC)

The Australian Government requires that Student Visa holders pay the Overseas Student Healthcare Charge (OSHC) to cover compulsory health insurance. The cost of the OSHC when purchased from the University's preferred provider (see below) at the beginning of the 2009 admission cycle in 2008 was AUD\$469 (16 months single cover) and AUD\$938 (16 months family cover). Applicants and students must be aware that the quoted charges are subject to change.

The University's preferred provider is OSHC Worldcare. UNSW receives commission from Worldcare which is used to improve services to students. You are free to obtain OSHC with any alternative OSHC provider, and you will not be disadvantaged by UNSW. However, you must arrange cover directly with your alternate provider. Further information including links to listings of alternative OSHC providers, can be found at: <http://www.international.unsw.edu.au/future/futureoshc.html>

The OSHC fee (if you select OSHC Worldcare as your provider), or evidence of your alternate cover if you choose another provider, must accompany your deposit fee when accepting your offer. Please note that your OSHC fee payment must be made before you apply for your student visa.

If you are already studying in Australia you should inform the Admissions Office of your OSHC membership number and the expiry date of your current cover.

M. Advice for international students with school aged children

If you will be coming to Australia with any school-aged dependents that will be enrolling in either a government or non-government school in Australia, please refer to the Department of Education and Training's (DET) website for the policy and application procedures: <http://www.schools.nsw.edu.au/international/tempvisaholdere/index.php>

N. Privacy notification

The University of New South Wales (UNSW) acknowledges and respects the privacy of individuals. The information you have provided in your application form is 'personal information' as defined by the Privacy and Personal Information Act, 1998 (NSW) [The Act].

The information you provide is collected and held by UNSW for administrative and statistical purposes in order to assess your application for admission to a postgraduate coursework program and to send you information about UNSW activities that may be of interest to you. You have the right of access to, and alteration of, the information concerning yourself in accordance with the Act and the UNSW Privacy Management Plan. UNSW will not disclose your personal

information without your consent and without due cause, except as required by law. You have the right to refuse this consent, but if the consent is not given, your acceptance may not be processed. Express consent to disclosure is given upon returning the Acceptance of Offer form.

0. Session dates for 2009

Orientation	1 week	12-16 January 2009
Pre-Session	3 weeks	19 January - 6 February 2009
Session 1	13 weeks	9 February - 8 May 2009
Exam Week	1 week	11-15 May 2009
Break	2 weeks	18-29 May 2009
Session 2	12 weeks	1 June - 21 August 2009
Exam Week	1 week	24-28 August 2009
Break	2 weeks	31 August - 11 September 2009
Session 3	12 weeks	14 September - 4 December 2009
Exam Week	1 week	7 - 11 December 2009
Summer Vacation	9 weeks	14 December 2009 - 8 February 2010
Session 4	12 weeks	February - May 2010

NB: The information contained in this document is correct at the time of publication and may be subject to change at short notice