



MBA (Executive) Program Graduate Certificate in Change Management

Introduction

Before applying all applicants must have read and fully understood this policy document.

The AGSM MBA Programs admissions process determines whether an applicant has the requisite skills to successfully undertake postgraduate study at of the Australian School of Business (ASB). The selection process takes place over approximately three weeks and involves assessment of academic qualifications, community contribution and professional experience 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. This document details the policies and procedures applicable to your application. Applicants must read this document to ensure that they have a complete understanding of all procedures and potential issues that govern the application process. The different components of the process are:

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|---------------------------------------|---------------------------|
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A. Application Deadlines

A 'complete' application must be submitted prior the following dates:

Session	Intake	First round deadline	Second round deadline	Documentation deadline
Session 1, 2009	February	17 November 2008	1 December 2008	1 December 2008
Session 2, 2009	June	20 April 2009	4 May 2009	4 May 2009
Session 3, 2009	September	3 August 2009	17 August 2009	17 August 2009

Applications that are 'incomplete' at the Documentation Deadline date will be put on hold for the next intake.

B. 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 complied with the application policy and read and understood all terms and conditions as mentioned on the School's website and the on-line application form.

Documentation related to Applications

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

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

- On-line application form submitted
- Four personal statement essays
- Academic Transcripts
- Detailed CV
- Two referee reports (online)
- Photo identification (i.e. passport)
- IELTS/TOEFL results (if applicable)

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

Original documentation for any academic studies undertaken is preferred, however, certified (notarised) copies of transcripts are acceptable.

Please note that we conduct random checks on document authenticity and will immediately withdraw an application if documentation is found to be fraudulent. Please also be aware that all submitted documentation is kept as part of the application and will not be returned.

C. Entry Requirements (eligibility to apply)

Applicants should familiarise themselves with the entry requirements before applying. Please note that meeting the entry requirements does not assume that an offer will be made.

Applications are invited from candidates who have both an undergraduate degree and two or more years management experience, or non-degree candidates with six or more years management experience.

With an undergraduate degree:

- undergraduate degree, comparable to an Australian Bachelor's degree
- minimum of **two years** management experience
- currently employed in a management capacity
- minimum English language requirements

Without an undergraduate degree:

- minimum of six years management experience
- currently employed in a management capacity
- minimum English language requirements

D. Assessment of eligibility to apply

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

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

The Selection Committee will assess applications for the part-time Programs based on the following criteria:

1. Applicants need to lodge a complete on-line application form that outlines the applicants educational and work background, contribution to University and Community Clubs or Programs, details of any relevant scholarly achievements at a tertiary level and membership of any professional organisations.
3. Four personal statement essays.
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. Evidence of successful outcomes in the workplace and the above four key performance indicators that were demonstrated to achieve the outcomes must be outlined against each role that the applicant has held. In addition a brief description of the type of company the applicant is working for must also be provided in the CV.
5. Two referee reports must be provided as required online.
6. Original transcripts showing all grades and proof of the conferred degree must be provided. Certified (notarised) transcripts will also be accepted. Photocopies without certification (notarisation) will be disregarded.
7. Transcripts and a conferred degree in a language other than English must be accompanied with a certified English translation.
8. Fails in prior university study are considered carefully by the Selection Committee. Reasons for failure should be attached for the Selection Committee to review.
10. Further evidence of a suitable level of English may be requested. Minimum scores for English proficiency tests are advertised on the School's website and updated as required.
11. Meeting the requirements for 'eligibility to apply' does not assume that an offer will be made. The Selection Committee reserves the right to withhold offering a place in the part-time program if upon assessment of an application there is not an appropriate 'fit' (on key criteria) between the applicant and the program requirements or if it is not deemed to be at the calibre of the current student body.

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 and conduct throughout the entire process.

E. Selection criteria

Applicants will be assessed using the following criteria:

1. Academic Ability – applicants performance in their undergraduate degree plus any additional postgraduate studies are considered in the overall assessment.
2. Management Experience - length and depth of experience assessed against key competencies including Business Management, Leadership, Adaptability and Influencing and Decision Making will make up part of the overall assessment.
3. Leadership Potential – 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 will make up part of the overall assessment.
5. English Language – both verbal and written skills will be assessed to ensure applicants have a satisfactory level of English for their success in Programs. Evidence of suitable English skills will be part of the overall assessment.
6. Overall 'fit' in the program.

An offer of a place in a part time Program is at the ultimate discretion of the Selection Committee. The committee reserves the right not to offer a place in a Program if, after consideration, 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 10 days to accept the position in a part time Program by completing and submitting the Acceptance of Offer form by the relevant date.

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 relevant Program. 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.

G. Conditional Offer

In some instances where an incomplete or 'boarder-line' 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. 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. Single Course Offers

In instances where it is unclear that an applicant meets the specific criteria, a Single Course Enrolment may be offered in order for the applicant to demonstrate their academic ability and overall 'fit' in the program. A single course enrolment is deemed a non-award enrolment, and successful completion of a single course does not guarantee that an offer of a place in the relevant program will be made.

I. Deferring a place

Applicants who have been offered a place in an AGSM Program and who need to defer their place of offer or acceptance 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, and renewed enrolment forms will be sent out during the following admissions cycle.

Please note deferrals are valid for 12 months only.

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 their 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 AGSM MBA Programs policies on Program admission.
3. The Director of AGSM MBA Programs or representative, 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. Session dates for 2009

Session	Intake	Dates
Session 1, 2009	February	9 February –16 May 2009
Session 2, 2009	June	1 June – 29 August 2009
Session 3, 2009	September	14 September – 12 December 2009

* Information contained in this document is correct at the time of publication and may be subject to change at short notice.