Introduction

Before applying all applicants must have read and fully understood this document, which includes details of program entry requirements, as well as policies and procedures associated with the application process.

The AGSM MBA Programs admissions process determines whether an applicant has the requisite skills and ability to successfully undertake postgraduate study on an AGSM MBA Hong Kong Program. The selection process takes place over approximately three weeks. A final decision on the success or otherwise of an application is made by the Selection Committee.

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A. Application Deadlines

A ‘complete’ application must be submitted by the following dates for 2015:

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<th>Session</th>
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<th>Online Application and Documentation deadline</th>
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<td>January</td>
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<td>13 February 2015</td>
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<td>Session 3</td>
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<tr>
<td>Session 4</td>
<td>October</td>
<td>14 August 2015</td>
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Applications that are incomplete at the documentation deadline will be put on hold until the application period for the following session.

B. Application Process

All applicants are required to complete and submit an online application. By submitting an online application the applicant is deemed to have complied with the application policy and read and understood all terms and conditions as outlined on the AGSM MBA Programs website and the online 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:

1. **A completed on-line application**: Applications are submitted through myUNSW [Apply Online](http://www.my.unsw.edu.au).
   a. **Agent applications (1st page)**: Ensure that you choose ‘AGSM MBA Hong Kong Office’ as your agent.
   b. **Program Code**: Graduate Diploma in Management Program Code: 5945
   c. **Starting Term**: Please ignore the date of commencement that automatically populates when selecting the starting term (for example “Semester 2 2015 (Begins 27/07/2015)”) as this correlates to the general UNSW Semester dates which do not align with AGSM MBA Session dates. You will also need to select a specialisation and nominate that the course will be undertaken part-time.
      i. **Session 1 (January 2015 Intake)**: The starting term is “Summer Semester 2015.”
      ii. **Session 2 (April 2015 Intake)**: The starting term is “Semester 1, 2015.”
      iii. **Session 3 (July 2015 Intake)**: The starting term is “Semester 2, 2015.”
      iv. **Session 4 (October 2015 Intake)**: The starting term is “Semester 2, 2015.”
   d. **Study Mode**: Part-time.

   Please note: It takes approximately 3 working days for your application to come through the UNSW Apply Online system once you have submitted your application and paid your non-refundable application fee of AUD$50.

2. **Personal Statement**: This is designed to help the Selection Committee learn about you and your motivations for undertaking the program.

3. **Referee Reports**: You need to arrange for two referee reports to be emailed or faxed directly to AGSM MBA Admissions by your referees. Both referees should be people who know you well and be able to comment on your skills and abilities in a professional setting. However, relatives or personal friends are not permitted to act as referees. The referee reports are provided in strict confidence and access to these by applicants is not permitted. AGSM MBA Programs reserves the right to contact referees.

4. **Proof of Identity**: A copy of your HK Identity Card or passport is required.

5. **Academic Transcripts**: Containing a list of all courses taken at a tertiary level and the grades achieved. Copies of transcripts are required. Transcripts and a conferred degree in a language other than English must be accompanied by a certified English translation. Fails in prior university study are considered carefully by the Selection Committee. Reasons for failure should be attached for the Selection Committee to review.

6. **A Detailed CV**: This should demonstrate and provides evidence to the Selection Committee of the applicant’s business management, leadership, adaptability and decision-making skills (the four key performance indicators). Evidence of successful outcomes in the workplace and an outline of how each of the above indicators was demonstrated in the achievement of these outcomes should be provided for each role that the applicant has held. In addition a brief description of the type of company the applicant is working for should also be provided.

7. **IELTS/TOEFL results (if applicable)**: Evidence of a suitable level of English may be requested. Please refer to the [UNSW English requirements policy](http://www.business.unsw.edu.au/agsm) for further information regarding minimum English test requirements.

AGSM MBA Programs reserves the right to conduct checks on document authenticity and will immediately withdraw an application if documentation is found to be fraudulent.

Applicants should also be aware that all submitted documentation is kept as part of the application and will not be returned.
C. Minimum Entry Requirements

Applicants should familiarise themselves with the entry requirements before applying. Click here to view the entry requirements.

Please note: Meeting the entry requirements does not guarantee that an offer will be made.

Applications are invited from the following candidates:

- Professionals holding an undergraduate degree comparable to an Australian Bachelor’s degree, who:
  - Have a minimum two years’ management or professional experience
  - Are currently employed in a management or professional capacity, or have previously worked in such a capacity and who can provide a Statement of Intention, indicating their intention to return to a management or professional position
  - Satisfy minimum English language requirements.

- Professionals who:
  - Have a minimum six years’ management or professional experience
  - Are currently employed in a management capacity, or have previously worked in such a capacity and who can provide a Statement of Intention, indicating their intention to return to management position
  - Satisfy minimum English language requirements

D. Selection Committee

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

- Academic Director, AGSM MBA Programs
- Director, AGSM Hong Kong
- Director of Operations, AGSM MBA Programs

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: Undergraduate performance and any postgraduate or professional studies are considered
2. Management capability – the four key competencies of business management skills, leadership ability, adaptability and decision-making skills are judged in the context of an applicant’s management experience. An applicant’s CV, referee reports and personal statement essays provide the main body of evidence for this
3. Community contribution in professional, community and university contexts. Membership of professional organisations and evidence of scholarly achievements will also make up part of the overall assessment
4. English language – both verbal and written skills will be assessed to ensure applicants have a satisfactory level of English for their success in AGSM MBA Programs. Evidence of suitable English skills will be part of the overall assessment
5. Overall ‘fit’ in the program.
F. Application Outcomes

Applicants will be notified of the outcome of their application by email.

Successful applicants will need to accept their offer via the attached accept form on your letter of offer or online through the [myUNSW Accept Online system](#). It is in candidates’ best interests to accept in good time to secure a place in a class at a desired time. Note that international students will need to pay a deposit, which will be taken as credit towards payment of tuition.

If you do not accept the place 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 by availability of places in the program applied for and against the calibre of current successful applicants.

G. Deferring a Place

Applicants who have been offered a place on an AGSM MBA 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 a renewed letter of offer will be sent out during the following admissions cycle.

Deferrals are valid for 12 months only.

H. 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 AGSM MBA Programs. Any applicant who does so will not be permitted to continue with the appeal.

2. Upon receipt of an appeal, the Selection Committee reconvene to reach a decision in accordance with AGSM MBA Programs’ policies on program admission.

3. The Director of Operations and Recruitment, 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.

Sessions Dates for 2015*

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<th>Session</th>
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<td>Session 3</td>
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<td>11 July 2015 – 20 September 2015</td>
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<td>10 October 2015 – 13 December 2015</td>
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* Information contained in this document is correct at the time of publication and may be subject to change at short notice.
J. Tuition Fee Deposit
For international students, a deposit of AUD$1000 is required to secure your place in the AGSM MBA Hong Kong Program. This tuition fee deposit along with your Acceptance of Offer form is due within four (4) weeks’ of the date of your Letter of Offer*.
Tuition fees are charged on a course basis irrespective of when studies are commenced. Fees for courses offered in 2015 will be available at the end of 2014.
*This is the predicted amount of deposit and is subject to change.

K. Privacy Notification
UNSW Australia 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, 1988 (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 course, 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.

Key URLS
AGSM MBA Hong Kong Program’s website: http://www.agsm.edu.au/hk
Minimum entry requirements: https://www.business.unsw.edu.au/agsm/programs/mba-hong-kong/entry-requirements
myUNSW Apply Online: https://apply.unsw.edu.au
myUNSW Accept Online system: http://www.gettingstarted.unsw.edu.au/accept-or-defer-your-offer