

MBA (Executive) MBAX and GCCM Admissions Policy

Thank you for your interest in AGSM part-time programs - MBA (Executive), MBAX and Graduate Certificate in Change Management (GCCM). We are delighted you are considering undertaking postgraduate education and appreciate it is a big decision to make.

Application Guidelines

AGSM has 3 session intakes per year. Below are the important dates for the upcoming intake, Term 1, 2019:

Applications open:	17 September 2018
Applications close:	19 November 2018
Session dates:	18 February 2019 – 19 May 2019

How to submit your application:

Step 1: Refer to the “Entry Requirements” section below.

Step 2: Once you have decided to apply, you will need to download the Referee Report and Personal Statement forms from the “Entry Requirements” section of our program pages.

Step 3: Applications can be made online at applyonline.unsw.edu.au. You are able to upload your supporting documentation for assessment while completing your application online. Outstanding supporting documents can be uploaded via my.unsw.edu.au after the online application has been submitted.

Please refer to the “Application Checklist” section on the next page to find out what supporting documents to include.

When completing your online application for Term 1, 2019:

- The program code for the MBA (Executive) is **8355**
The program code for the MBAX is **8625**
The program code for the GCCM is **7315**

Important: Applicants are encouraged to commence and submit their application as early as possible. Any applications or supporting documentation received after the application deadline will be rolled over to Term 2, 2019 intake.

Entry Requirements:

There are two pathways into the AGSM part-time programs.

- A strong undergraduate degree (or equivalent qualification) and a minimum of 2 years professional/managerial work experience

OR

- At least 6 years professional/managerial work experience

*Applicants for the MBA (Executive) must be either an Australian Citizen, PR, New Zealand Citizen or residing in Australia on a Business Visa

Application Checklist

- Completed online application form & payment of the \$125 application fee
- Detailed CV
- Four personal statements
- Two completed referee report forms
- Copies of your undergraduate/postgraduate academic transcripts and proof of completion (if these documents are not in English you must also provide certified translations of the same).
- IELTS or TOEFL results, **if proof of English ability is required**
- Copies of transcript/s of results and letter from institution confirming current membership and status, **if you are a member of professional institution(s)**
- Proof of identity and residency (Copy of passport. Drivers licence not accepted)

All the supporting documents mentioned above should be uploaded online. It is applicants' responsibility to obtain **referee reports** from their referees and upload the signed reports to their application. Applications will be considered incomplete unless both referee reports have been uploaded.

Application Preparation Tips

1. Meeting the Entry Requirements

A strong undergraduate degree (or equivalent qualification) and a minimum of 2 years professional/managerial work experience

OR

At least 6 years professional/managerial work experience

Please note: Management experience does not necessarily mean having the word 'Manager' in your job title, nor having teams of people report to you. Management experience can mean management and accountability of outcomes, tasks, projects as well as people. Your resume will need to effectively demonstrate this. 'Professional experience' generally denotes a higher recognised level of competency and achievement within your particular field.

2. Personal Statement Essays

A requirement of the application to an AGSM MBA Program is the written submission of four (4) personal statements, each around 250 words in length. The essay topics are:

- What are you made for and how will an AGSM degree help you achieve it? (approx. 250 words)
- What are you most proud of personally and/or professionally and why? (approx. 250 words)
- How will you contribute to your classes and to the AGSM community? (approx. 250 words)
- (Optional Question) Is there anything else we need to know about you? (approx. 250 words)

These topics are provided to enable you to showcase your achievements, capacity and leadership potential. They are also designed for you to show that you can provide concise responses (ie. please stay within the 250 word limit in effectively answering each question).

3. A Detailed Resume

Your resume should be of a professional standard, and one that can effectively demonstrate:

- Your communication (written) ability
- Successful task management in a business environment
- Leadership/ leadership potential in recent roles
- Successful adaptability to change
- Examples of outcomes-based decision-making

- Teamwork and cooperative achievement

Resumes will be studied closely by the selection committee. It is worth regularly reviewing your resume in relation to these and other criteria listed on our website.

4. Referee Reports

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. AGSM reserves the right to contact referees. If you are applying based on work experience, please ensure your referee reports clearly cover at least 5 out of the last 7 years (sometimes multiple referee reports are necessary to cover 5 years).

For your information, referees need to provide commentary on your intellectual capacity, ability to relate to others, written expression, oral expression, leadership in a team environment, self confidence, motivation to succeed, adaptability to change, commitment to learning, natural curiosity, maturity and overall management potential. Moreover, referees need to answer the following questions:

- How long, how well and in what connection have you known the applicant?
- What do you consider to be her/his outstanding management talents or strengths?
- What do you consider to be her/his weaknesses or areas of development?
- How would you describe the applicant's creativity and problem solving ability?
- Please indicate to what level was English used in the applicant's position of employment (covering spoken, written, reading and listening skills).
- Please make any other comments you feel would be useful to AGSM MBA Programs in considering this application
- Referee details: Name, Title, Organisation, Work phone, Work fax, Email, Address

5. Academic Ability & Transcript/s

Copies of recognised undergraduate degree, showing all grades and proof of completion/degree awarded. 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.

Please note: Any applicant who holds a degree from Mainland China is required to obtain a **China Academic Degrees & Graduate Education Development Center (CDGDC) Transcript Verification Report**. Any applicant who holds a degree from India should submit the semester breakdown mark sheets. A comprehensive transcript is not accepted if you wish to transfer to another program within UNSW in the future.

6. English Language Requirement

Please refer to the UNSW English Language Requirements on www.unsw.edu.au/elp for further information.

7. Recognition of Prior Learning (RPL)

Previous study can lead to Recognition of Prior Learning (RPL). When a student demonstrates their knowledge in a specific course, AGSM Programs may award transfer credit for that subject.

Please refer to the AGSM Recognised Prior Learning (RPL) Protocol and Procedure for further details. Students wishing to apply for RPL must submit a Recognition of Prior Learning (RPL) Application and provide all required documentation as listed on the application form. The Recognised Prior Learning (RPL) Protocol and Procedure and Application can be downloaded from the following page:

<https://www.business.unsw.edu.au/agsm/students/resources/forms-policies-guidelines>

8. Proof of Identity & Residency

All applicants must provide proof of identity & residency with their applications. Australian/New Zealand Citizens and international students must provide the photo page of passport; Australian Permanent Residents and other Visa holders must provide the photo page of passport and copy of Visa.

Frequently Asked Questions

1. Who should study this program?

The MBA (Executive), MBAX and GCCM Programs are designed for currently practising managers/professionals who wish to develop their management skills and broaden their management focus. It is ideal for those who are looking to accelerate in their chosen career or those who have become interested in expanding their knowledge and applying that learning to their workplace. Candidates should be experienced, highly ambitious and excellent time managers.

2. If I don't meet all the requirements, can I still apply?

Applicants must meet all of our minimum requirements to be considered for the program. Under no circumstances will the professional experience requirement be waived.

3. Do I need to take a GMAT?

You do not need to take the GMAT to apply for the MBA (Executive), MBAX or the GCCM Programs.

4. Where can I find more information about fees?

Below are the total estimated cost of program in 2018. For details, please visit: <http://www.agsm.edu.au/programs>

MBA (Executive): AUD84,135

MBA (Change) & MBA (Technology): AUD56,520

MBA (Social Impact): please visit our MBAX fees webpage for information

Graduate Certificate in Change Management: AUD18,840

FEE-HELP is available to eligible Australian citizens and permanent humanitarian visa holders.

5. What are the scholarship opportunities?

There are limited scholarships offered to MBA (Executive) and MBAX students. For further information on scholarships, please visit this page: <https://www.business.unsw.edu.au/agsm/scholarships-prizes>

Summary

Overall, AGSM MBA Programs admission requirements are designed to help you try and demonstrate:

- **Academic ability** - will you be able to complete our rigorous postgraduate academic program successfully?
- **Motivation** - are you up for the challenge of undertaking an MBA? – Especially being able to manage demanding part-time study while working.
- **Experience** managing people, tasks, projects, outcomes etc - can you draw upon your recent work experiences sufficiently to get the most out of our program content?
- **Focus** - are you studying for your MBA at the most effective point in your career, at a time to reap the most benefit for you?

Timing

Please leave sufficient time to undertake your application, especially in regards to the coordination of your referee reports and submission of all required documentation. If just one component of your application is late this will delay the process, and you may find yourself in danger of missing the session application deadlines – thus delaying your possible entry into the program.

Help

The AGSM MBA Programs Recruitment & Admissions team is able to provide advice and assistance in the preparation of your application.

You can contact us via email on admissions@agsm.edu.au or via phone during office hours on +61 2 9931 9490.