Application Guidelines

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

Applications will open on Monday, May 23, 2016 for the September 5, 2016 intake (Session 3, 2016).

Below is a quick guide on how to submit your application:

1. Refer to both the “How to Apply” and “Entry Requirements” section on the MBA (Executive), MBAX and GCCM program pages of our website: www.agsm.edu.au/futureleaders
2. Once you have decided to apply, you will need to either email the AGSM MBA Recruitment and Admissions team at admissions@agsm.edu.au to receive your Referee Report and Personal Statement forms or download the forms from the “Entry Requirements” section of our program pages. These are required as part of the application process,
3. Then you will have to complete and submit an online application before the specific round deadline. Applications must be completed online via the UNSW’s Apply Online web portal: https://apply.unsw.edu.au/
4. Once the online application has been completed, required supporting documentation may be uploaded with your application.

Applications for this session will close on Monday, July 18, 2016.

Any applications or supporting documentation received after these dates will be rolled over to Session 1, 2017 intake.

For your reference:

When completing your online application:

• The program code for the MBA (Executive) Program is 8355
  The program code for the MBAX is 8625
  The program code for the GCCM is 7315

• The starting term for the September 5, 2016 is “Semester 2 2016”.
  Please disregard the date of commencement that automatically populates when selecting “Semester 2 2016” as this correlates to the general UNSW Semester dates which currently do not align with AGSM MBA Session dates.
Frequently Asked Questions

Who should study this program?
The MBA (Executive), MBAX and GCCM Programs are designed for the currently practising manager/professional who wishes to develop their current 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.

What are the entry requirements for the MBA (Executive)*, MBAX and GCCM 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, Australian PR, or residing in Australia on a Business Visa

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.

How should I submit the supporting documents?

ONLINE

- A completed online application form
- Payment of the $100 application fee
- Detailed CV
- Photo identification
- Four personal statements
- 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).
  *For applicants from institutions in China: Please note that if you are an applicant who is not from a Project 985 or 211 institution in China, you will need to provide fully certified and notarised copies of your academic transcripts and proof of completion.*
- IELTS or TOEFL results, if proof of English ability is required. Please refer to the UNSW English Requirements Policy on [https://www.unsw.edu.au/english-requirements-policy](https://www.unsw.edu.au/english-requirements-policy) for further information.
- Copies of transcript/s of results and letter from institution confirming current membership and status, if you are a member of professional institution(s)
Two 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.

All applicants should request a blank, fillable referee report from the AGSM MBA Admissions team at admissions@agsm.edu.au or download the form from the “Entry Requirements” section of our program pages. This should then be forwarded to the two referees, who should complete the form and send it directly to AGSM MBA Admissions by email (admissions@agsm.edu.au) or by fax (+61 2 9931 9205).

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.

Where can I find more information about fees?

Tuition fees are charged per Unit of Credit (UOC) according to the subject classification (course identifier) on a semester basis irrespective of when studies are commenced.

Please visit the link below for detailed information on fees for each program:
https://www.business.unsw.edu.au/agsm/programs

Can I get Recognition of Prior Learning?

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

What are the scholarship opportunities?

There are limited scholarships offered to MBA (Executive) and MBAX students. For further information on scholarships offered by UNSW, please visit the link below:
https://www.business.unsw.edu.au/agsm/scholarships-prizes
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 doesn’t 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 (Executive), MBAX and GCCM Program is the written submission of four (4) personal statements of around 250 words in length each. 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 answer a brief (ie. you need to stick to 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

The Entry Requirements section of the AGSM Programs webpage provides detailed information about the two referee report requirements for your application. It covers the process required, who qualifies as a referee, and lists the categories of information that will be asked to be provided by your referees.

https://www.business.unsw.edu.au/agsm/programs/mba-executive/entry-requirements
https://www.business.unsw.edu.au/agsm/programs/mba/mbax/entry-requirements
https://www.business.unsw.edu.au/agsm/programs/graduate-certificate-in-change-management/entry-requirements

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 coordination of your referee reports and submission of all proper required documentation. If just one component of your application is late this will delay the whole process, and you will 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.