

AGSM @ UNSW Business School

Admissions Policy 2018

Introduction

Before applying all applicants must have read and fully understand this policy document, which details the policies and procedures of the application process.

The AGSM MBA Program admissions process determines whether an applicant has the requisite skills to successfully undertake the AGSM MBA Program of the UNSW Business School. The admissions process 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 deadlines

*A **complete** application must be submitted according to the following Admission Schedule:

AGSM MBA Program: Admissions Schedule 2018		
Round 1		
Complete Application due	01 June 2018	Scholarship due 01 June 2018
Offers sent out Approx.	30 June 2018	Scholarship offers sent out Approx. 30 June 2018
Offers accepted Approx.	30 July 2018	Scholarship accepted Approx. 8 July 2018
Round 2		
Complete Application due	01 August 2018	Scholarship applications due 01 August 2018
Offers sent out approx.	30 August 2018	Scholarship offers sent out approx. 30 August 2018
Offers accepted approx.	30 September 2018	Scholarship accepted approx. 8 of September 2018
Round 3		
Complete Application due	01 October 2018	Scholarship applications due 01 October 2018
Offers sent out approx.	30 October 2018	Scholarship offers sent out approx. 30 October 2018
Offers accepted approx.	30 November 2018	Scholarship accepted approx. 8 of November 2018
Round 4 (Domestic)		
Complete Application due	30 October 2018	All AGSM MBA Scholarships may have been awarded. Any unclaimed Scholarships may be awarded to eligible applicants.
Offers sent out approx.	15 November 2018	
Offers accepted approx.	15 December 2018	

Applications submitted later than the 'Application Due' date for each round will be considered during the next round. Admissions may decide to place an application on 'hold' and consider it again during the next round. Students must apply directly to the AGSM MBA Program for consideration of the Military, AGSM Global Reach, AGSM Director's Women in Leadership, AGSM Excellence, AGSM Emerging Female Leaders and AGSM MBA Community Leader scholarships. Other scholarship applications must go through the UNSW Scholarships office. For a full list of scholarships and more information visit: <https://www.business.unsw.edu.au/agsm/scholarships-prizes>

*Subject to change

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 2018 Admissions Policy.

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 is required:

1. Completed **online application** form that outlines the applicant's educational and work background, details of any scholarly achievements at a tertiary level and membership of any professional organisations.
2. An **application fee** of AUD\$100, payable online. Please note that the application fee is non-refundable.
3. Four **personal statement** essays are required as part of your application. The essay questions are designed to help the Admissions Committee learn more about you. Each essay should meet the word length requirement.

Essay topics:

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

4. A **detailed CV** which provides us with information on the following:

- Full, legally recognised name
- Portrait photo
- Educational qualifications (degree, name of institution, city, dates)
- Employment history, for each position include:
length of employment - month/year for start and finish, position title and department, location, city, country, organisation details (i.e. products, size, annual turnover, number of staff, a detailed description of your role, responsibilities and achievements) provide any details on professional memberships (e.g. CPA/ICAA)
- Personal details, including awards, prizes, personal achievements, club memberships, interests, languages, citizenship and residency.

Assessment criteria

It is important to note that when preparing your CV/Resume, that the information you provide will be assessed based on the following competencies:

- Written communication - clearly and logically expressing ideas in writing using appropriate terminology and good grammatical form.
 - Business management - establishing a course of action to perform complicated tasks successfully.
 - Leadership - demonstrating individual leadership by taking a principal role in identifying goals, determining strategies and initiating actions and/or demonstrating team leadership by guiding groups of people to work effectively together.
 - Adaptability to change - maintaining effectiveness in changing organisational situations and in different cultures.
 - Influence and decision making - using appropriate interpersonal styles and methods to persuade others internal or external to the organisation of an idea, product or service and exercising appropriate judgement in reaching conclusions based on information and logic.
 - Leadership potential - assessment is based on leadership history at school, university, in the workplace, the personal statement essays and referees' reports. The criteria include: Strong interpersonal and communication skills; a willingness to show leadership in a team environment; a high degree of self-confidence and independence of mind; a strong sense of commitment and drive to succeed, combined with preparedness to be flexible when required; willingness, based on natural curiosity, to learn continually, interview.
5. You need to arrange **two referees to complete the AGSM referee report forms to support your application**. 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, teachers 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 cover at least

5 years out of the last 7 (sometimes multiple reports are required to cover 5 years). A minimum of two referee reports are required.

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 our website. The completed and signed reports should then be uploaded to the online application.

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 capacity have you known the applicant?
 - What do you consider as 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 make any comments you feel would be useful to AGSM MBA Programs in considering this application
 - Referee details: Name, Title, Organisation, Work phone, Email, Address
6. **Copies of recognised undergraduate degree and academic transcripts**, containing a list of all courses taken at a tertiary level, the grades achieved, and proof of completion/degree awarded. Degree must be equivalent to an Australian Bachelor degree. 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. Exceptional career attainments acceptable to the School may be considered in lieu of a degree.
- Please note:** Any applicant who holds a degree from Mainland China is required to obtain a China Academic Degrees & Graduate Education Development Centre (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.
7. **GMAT score** (Minimum Verbal 25; Quantitative 35; AWA 4.0. Overall: 550.)
- The GMAT provides information about your ability to meet the Program's academic requirements. All applicants must take the GMAT - there are NO exemptions regardless of experience or educational background. The scores are valid for five years. Incoming students typically have a GMAT score greater than 600, with the average GMAT for the incoming students in 2017 at 650. The official score can take up to six weeks to be sent to AGSM MBA Programs. Preparation and planning is required by the applicant to ensure the scores are sent to Admissions prior to the application deadline. The total scores and its individual components are considered by the Selection Committee.
- Register for the GMAT at <http://www.mba.com/global>. (Applicants should select AGSM code: H7Q-CJ-17).
- We cannot accept a "Test Taker" copy (even certified) of your GMAT scores. We will require the official "School Copy" generated by the testing agency to satisfy our documentation requirements. You may also contact GMAC, the GMAT testing agency directly, so that they may provide us with electronic access to your official scores.
- GRE** scores can be accepted on a case by case basis provided you meet the minimum Verbal **148**; Quantitative **156** and Overall: **307** score. (Applicants should select AGSM code: 2335)
8. Students must be able to conduct vigorous classroom debate in English. All applicants must meet the Universities English requirements: **IELTS (Academic)** – 7, **TOEFL (iBT)** – 94, **TOEFL (PBT)** – 589. For further information regarding minimum English test requirements: <http://www.unsw.edu.au/english-requirements-policy>
9. All applicants must provide **proof of identity** with their applications. Proof of identity is defined as photo identification showing your legally recognised full name, date of birth and photo. Appropriate documentation is one of the following:
- Australian/New Zealand Citizens 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.

C. International applications

All international applicants are strongly encouraged to submit their complete applications well before the 1st or 2nd round deadlines 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.

Student visas

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; six months in the case of DIAC Assessment Level 4 countries. *

The application process for a student visa can be complex and unexpected delays can occur. It is the student's responsibility to allow enough time to organise their 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** (<http://www.homeaffairs.gov.au/>) or your local Australian Consulate for more information. The **UNSW International website** (<http://www.international.unsw.edu.au/>) is also a useful resource.

*A list of these countries is available at the **Department of Immigration and Citizenship website:**
<http://www.homeaffairs.gov.au/>

D. Interview and Selection

Complete applications are considered by the AGSM MBA Programs Admissions Selection Committee, which includes senior and academic members of the AGSM MBA Programs staff team. 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.

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 either be a 'formal interview' conducted by a member of the Selection Committee, which is approximately 30-45 minutes in length, or a 'brief interview' conducted by an AGSM MBA representative overseas which is approximately 5-10 minutes in length. Generally, interviews are conducted by phone, but 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.

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. Please note that UNSW conducts random checks on document authenticity and will immediately withdraw an application if documentation is found to be fraudulent.

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 point 4 in the section 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 to an applicant who does not meet any or all the specified criteria.

F. Application outcomes

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

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

If you do not accept the placement offered, your offer will expire. However, you may 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.

An extension of the offer expiry date will only be given under "exceptional circumstances", which must be supported in writing with appropriate documentation. Any request for extension to accept an offer of a place in the program must be submitted before the offer expiry date.

Delaying acceptances may potentially affect many other applicants and their respective offers of a place in the AGSM MBA Program.

The AGSM MBA Program has a target class size of approximately 65 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. 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. A 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 refund your deposit minus an administrative charge. Please refer to the UNSW refunds policy.

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

H. Withdrawing an acceptance

If, after accepting your offer you choose to withdraw, AGSM MBA Programs reserves the right to retain an administrative charge. Please refer to the UNSW refunds policy.

I. 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 convene to reach a decision in accordance with the policies on MBA Program admission.
3. An MBA Programs representative will notify the applicant of the decision.

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

J. Tuition fee deposit

For international students, a deposit of AUD\$6,000 is required to secure your place on the AGSM MBA Program. This tuition fee deposit along with your signed Acceptance of Offer form is due within four weeks of the date of your letter of offer. *

Tuition fees are charged per unit of credit according to the subject classification (course identifier). Tuition fees are charged on a semester basis irrespective of when studies are commenced. Approximate tuition fees for students commencing their AGSM MBA in 2018 will be AUD\$84,000 (indicative only for 2018).

*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, 1998 (NSW) [The Act].

The information you provide is collected and held by UNSW for administrative and statistical purposes 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.

L. Session dates

Orientation	Week of 21 Jan 2019
Session 1 – Foundations of Management	Jan 2019 – Feb 2019
Session 1 – Core Courses	Feb 2019 – May 2019
Session 2 – Core Courses	May 2019 – Aug 2019
Session 3 – Elective Courses/International Exchange	Sep 2019 – Dec 2019
Session 4 – Elective Courses/International Exchange	Feb 2020 – May 2020

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

M. Contact Information

AGSM MBA Recruitment & Admissions

AGSM @ UNSW Business School

UNSW Australia

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