The overleaf form is for students applying to study courses external to the AGSM, whether the courses are offered by UNSW Australia or another university (excluding those universities with an existing Exchange arrangement with AGSM MBA Programs).

Policy
Each individual student enrolment in an external course requires approval from AGSM MBA Student Experience.

External courses (outside the AGSM) up to 12 (UNSW) units of credit may be undertaken by:
- AGSM MBA (Executive) students completing the unrevised MBA (Executive) degree
- Full time MBA students
- AGSM MBA (Executive) students completing the revised MBA (Executive) degree with approval to take substitute courses as a result of obtaining RPL.

AGSM MBA students enrolling in an external course must:
- Ensure external courses are at postgraduate level, of a Masters standard, offered within a recognised postgraduate degree program.
- Supply officially stated contact hours and designated assessment/s of the external course to Student Experience.
- Upon completion of the course, provide Student Experience with an official transcript of results via email from the participating school.

Units of Credit and Weighting
- The weighting accorded to external courses is based directly on the number of contact hours and the assessment undertaken for each course. Generally the following weight applies: 6 units of credit = 36-40 contact hours
- To receive 6 units of credit, a course will generally need to be comparable to a 6 unit of credit course at the AGSM, 36-40 hours of lectures and comparable assignment workload or online activities and participation.

Transcript/Results
- Courses undertaken at UNSW Australia will be recorded as such and the grade awarded will be entered into the student record as the final grade and included in the calculation of WAM (Weighted Average Mark).
- A course undertaken at any other approved tertiary institution will be recorded as completed on a Satisfactory/Fail basis only. These results will then be submitted to the Academic Director for approval before being officially released to students. Students should be aware that results cannot be entered for courses taken outside AGSM MBA Programs until this process has been completed.
- NB: UNSW Australia and outside universities release results at different times; this may impact the timing of a student’s graduation.

Fees
- Students are responsible for paying the course fees.

Application process
1. Fill out the form overleaf and attach a detailed course outline of your proposed course, which includes details of the contact hours, assessment and weighting of each piece of assessment.
2. Submit the form and documents to Student Experience for approval well in advance of the session cut-off dates for course selection.
3. If the course is approved, you must gain approval from the relevant external faculty.
4. Please return the form, with an email from the external faculty approving your enrolment in the course.
5. Once approved, students should enrol directly with the outside university; if a UNSW Australia course, enrolment should be done by the relevant School Program Office.
# Australian Graduate School of Management

## Application for External Course

### Student details

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Family name</th>
<th>Given name(s)</th>
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<thead>
<tr>
<th>Course code</th>
<th>Course name</th>
<th>Total contact hours</th>
<th>Session</th>
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<tr>
<th>University</th>
<th>Date results are released</th>
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Is this a postgraduate level course? [ ] Yes [ ] No

Reason for taking this course:

Signature: __________________________  Date: ____________

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### AGSM MBA Program approval

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<tr>
<th>Name (please print)</th>
<th>Approved UOC</th>
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Signature: __________________________  Date: ____________

### Outside Faculty (Outside Faculty member to complete)

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<tr>
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<th>Name of University and Faculty</th>
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Signature: __________________________  Date: ____________

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### Process

Once completed, please email this form to studentexperience@agsm.edu.au. In consideration of the key dates and their impact upon your studies, please ensure your application is received in an appropriate timeframe to allow for processing. Upon receipt you will receive an email in acknowledgement. You will be contacted for further information and/or notified of the approval/decline of your application within 3 weeks.