1. Introduction

The International Exchange Program is an important component of the AGSM MBA Programs of the UNSW Business School. Various procedures and processes govern and coordinate incoming exchange students prior to and during their study on the AGSM MBA Program. This document aims to ensure incoming exchange students are aware of all policies relevant to their studies on the AGSM MBA Program. Students are required to read this document before applying so as to ensure they have a complete understanding of the procedures governing the exchange program.

2. Exchange Agreements

Exchange partnerships between AGSM MBA Programs and individual exchange schools overseas are governed by agreements devised by both parties. As part of our overall incoming & outgoing exchange process, AGSM MBA Program honours these agreements. In this regard, the balance of trade between schools will be maintained while ensuring a positive relationship with our exchange partners.

3. Application & Selection

To apply to study on exchange at the AGSM MBA Programs, students must go through the application and selection process employed by their home institutions. Under the agreements existing between AGSM MBA Programs and our exchange partner schools, the responsibility for selection of all incoming students is at the discretion of their home institutions.

However, the AGSM MBA Program requires completion of an AGSM MBA incoming exchange application form. Please note the following:

- Applicants must have a minimum of 2 years professional or managerial work experience post completion of undergraduate degree. A copy of your CV (indicating this experience) must be included with the application. In lieu of this equivalent relevant experience may also be considered.
- If English is not your first language and you have scored less than 30 on the verbal component of the GMAT, you will be required to demonstrate your English proficiency by completion of either the IELTS or TOEFL test, with the following minimum scores:
  - IELTS - academic test only with minimum 6.5 overall and at least 6.0 in each band; IELTS test scores are valid for 2 years.
  - TOEFL - minimum 577 (paper-based), 233 (computer-based) or 90 (internet-based); essay minimum 5.0; TOEFL test results are valid for 2 years.

We recommend that prospective students complete their own research about the AGSM MBA Program. This can be accomplished as follows:

1. Consulting the Exchage Coordinator at your home institution, as he/she will be able to provide various resources;
2. Visiting the AGSM MBA Programs website: [http://www.business.unsw.edu.au/agsm](http://www.business.unsw.edu.au/agsm);
3. Contacting the Global Partnerships Coordinator at AGSM MBA Programs via mbaexchange@agsm.edu.au.

4. Research

Once selected to study on the AGSM MBA Program, students should start their own research in regards to visiting Australia both as a student and as an overseas visitor. The AGSM MBA Programs office provides information on the following subjects: accommodation, transportation, university facilities, etc. It is important for incoming exchange students to commence their research at least three to four months prior to their arrival. Students should allow ample time...
to secure health insurance, student visas, accommodation, etc. and to handle any other possible issues that may arise prior to the corresponding exchange session.

5. Visa

You will need to obtain a visa (either Tourist, Student or Working Holiday) in order to study on the AGSM MBA Program. We recommend that you contact the Australian embassy/consulate nearest to you or search the Department of Immigration and Citizenship website (http://www.immi.gov.au) to determine which visa you will need to apply for, and what steps you must take in order to complete your visa application (including any on-line options).

Student Visa

Overseas Student Health Cover is a student visa condition as required by the Australian Government and is compulsory. Exchange students are required to purchase their own overseas student health cover prior to obtaining their student visa and must purchase and maintain OSHC for the entire time that they are in Australia.

Students who have been accepted into the exchange program will be asked to purchase their own OSHC online OSHC providers are: Worldcare, BUPA Australia Health, Medibank Private and Australian Health Management (AHM). Further information about other OSHC providers is available from the Department of Health and Ageing Care website (www.health.gov.au)

Tourist Visa

Please note that students on tourist visas will not be required to purchase the compulsory Overseas Student Health Cover (OSHC) required for students on student visas (described above). However we strongly recommend that students obtain appropriate travel insurance.

Working Holiday Visa

For students under the age of 30, the following visa may be an option:


6. Entry Point

Incoming exchange students should consult with their home institutions to determine during which sessions they are eligible to undertake study on the AGSM MBA Program. Exchange students must ensure they are able to remain in Australia for the entire duration of their session of study, including the examination period. Please refer to the session dates following to determine which session/s is suitable for exchange.

Teaching is conducted in twelve-week sessions followed by an Exam Week.

<table>
<thead>
<tr>
<th>2016</th>
<th>2017 tbc</th>
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<tbody>
<tr>
<td>Nomination deadline: 15 June 2016</td>
<td>Nomination deadline: 25 September 2016 tbc</td>
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<tr>
<td>Application due date: 29 June 2016</td>
<td>Application due date: 9 October 2016 tbc</td>
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<tr>
<td><strong>Session 3: 5 September - 4 December 2016</strong></td>
<td>Session 4: 17 January – 8 April 2017 tbc</td>
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<tr>
<td>Exam week: 5 December - 9 December 2016</td>
<td>Exam week: 10 April – 14 April 2017 tbc</td>
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7. Study Load

Exchange students are required to undertake what constitutes a full-time load at their home institution whilst studying at the AGSM MBA Programs. A standard full-time load on the AGSM MBA is three elective courses or 18 units of credit. Each elective course has 36 contact hours per session.

**NB:** Exchange students will only be permitted to enrol at less than a full-time load in the AGSM MBA Program if their home institution specifies this requirement.

**NB:** Exchange students wishing to undertake more than a full-time load (overload) must make a formal submission outlining their reasons for this request prior to their arrival. The AGSM MBA Program is aware that in some cases students may be required to complete their studies in this format to meet requirements at their home institution. If this is the case, the home institution’s Global Partnerships Coordinator should inform the AGSM MBA Global Partnerships Coordinator in writing of such requirements prior to the start of the corresponding session.
8. Course Offerings and Related Information

Elective courses are offered each session in the full-time MBA program. Classes are generally held Monday to Friday between 8.00am and 6.30pm. Some classes will be held in intensive mode, usually on Saturdays and / or Sundays between 9am and 5pm. Classes are usually lectures of 1 hour and 20 minutes duration although some courses may be taught in three-hour blocks. Each course generally comprises two class sessions per week. Class sizes are capped at a maximum of 70 students.

Course Selection

Exchange students are not permitted to enrol in core courses. Unless otherwise stated, elective courses are worth six units of credit. Please refer to the elective calendar annual course schedule in regards to the courses available each session (available from the Global Partnerships Coordinator).

For course descriptions, please refer to our website: https://www.business.unsw.edu.au/programs-courses/postgraduate-coursework/agsm-mba-full-time?course=mngt5589%20management%20projects#Program-structure

Attendance Requirement

Students are required to be punctual and regular in attendance at all classes for the courses in which they are enrolled. Students must attend at least 80% of classes for any course.

Examinations

Students should note that final examinations are held during a designated ‘Exam Week’ occurring immediately after the end of each twelve-week session. All students are required to attend scheduled examinations during this period. If for some reason a student is not able to attend the entire session, they must seek permission from the AGSM MBA Programs Office to apply for special consideration.

9. Orientation

Orientation is a compulsory component of your Exchange studies in the AGSM MBA Program. Further information regarding orientation will be forwarded to you prior to your session of entry.

10. Conditions of Exchange

Enrolment

In order to confirm your enrolment with the AGSM MBA Program, you must complete the application documentation and return it to the AGSM MBA Global Partnerships Coordinator.

Accommodation

Incoming Exchange students are responsible for researching and obtaining their own accommodation for the duration of their stay in Sydney. The Accommodation Services Central Office assists students to find accommodation while they are at the University of New South Wales. In addition to managing the University's accommodation they also keep a database of off-campus accommodation in the local area.

Further information can be found at http://www.housing.unsw.edu.au/.

Contact Information

Students are responsible for updating their contact details within the first two weeks of the start of the session in the “My UNSW” section of our website.

Student Activities

Incoming Exchange students are encouraged and expected to participate in Program/Student Society activities.
Final Results

The AGSM MBA Programs Office will courier two official copies to their home institutions for processing.

Note: AGSM MBA Program transcripts confirm both the final mark and the grade obtained.

Marketing Role

As a condition of acceptance of their Exchange positions on the AGSM MBA Program, Incoming Exchange students are expected to promote their home institution whenever and wherever possible.

The AGSM MBA Programs Office may request that Incoming Exchange students give a presentation to AGSM MBA students promoting their home institutions as an outgoing Exchange destination. The AGSM MBA Program also expects each Incoming Exchange student to be available to advise AGSM MBA students on their home institutions.

II. Contact Details

Contact Person: Lisa Barrett
Global Partnerships Coordinator

Email: mbaexchange@agsm.edu.au

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Randwick, NSW 2052
Australia (Physical)

MBA Program Website: http://www.business.edu.au/agsm
University’s website: http://www.unsw.edu.au