AGSM @ UNSW Business School

Outgoing International Exchange Process 2020/2021

Introduction

The International Exchange program is a competitive and important dimension of AGSM@UNSW Business School and is part of the full-time MBA program. The exchange program also allows students in Stage 1 of the MBA (Executive) and MBAX programs to undertake a component of their requirements with an International Exchange partner however, differing conditions and requirements apply.

AGSM@UNSW Business School is a member of the Partnership in International Management (PIM) network, which is an international consortium of business schools from around the world. Our relationship with many of the world’s leading business schools is testimony to the AGSM@UNSW Business School’s standing in the international community. This is reflected in the depth of the incoming and outgoing Exchange programs with leading schools from Asia, Canada, Europe, the UK and the USA.

The stringent application process takes place over approximately 6 weeks. Students interested in International Exchange should familiarise themselves with the Outgoing International Exchange Guidelines and deadlines associated with the application process.

This document outlines the process applicable to an international exchange.

Exchange periods

- MBA (Full-time) students - Term 4
- MBAX and MBA (Executive) students - Term 3 or Term 1

Eligibility requirements

MBA students (Full-time)

- Applications are based on your academic results (WAM), and only those students with good academic and financial standing, without any incident of misconduct are eligible to apply for exchange. Any incident of misconduct may result in the termination of an application or the cancellation of an Exchange place.
- Students must have successfully completed the core component of the AGSM MBA program and, at least, two consecutive terms of study as an MBA student in the AGSM MBA Program, by the time their exchange period commences.
- Only students enrolled in the elective phase of the MBA program (at the time of exchange) are eligible to go on exchange.
- Students are required to pay for the AGSM MBA Program units of credit (UOC) they will earn during their period of exchange prior to departing for their exchange term overseas.
- An MBA student will be awarded a maximum of 18 UOC on international exchange.
- Students are required to undertake the full-time load as required at the host school.
- The exchange program is part of the full-time MBA and all students will be charged the full-time MBA rate.
MBA (Executive) students

- Applications are based on your academic results (WAM), and only those students with good academic and financial standing, without any incident of misconduct are eligible to apply for exchange. Any incident of misconduct may result in the termination of an application or the cancellation of an Exchange place.
- Students must have completed a minimum of 4 core courses (including Term 1) to be eligible to apply for exchange. At least half of these must be AGSM courses.
- Students are required to pay for the AGSM units of credit they will earn during their period of Exchange prior to departing for their exchange term.
- Students must have 2 or 3 electives remaining at time of application as these will be awarded on International exchange.
- An MBA (Executive) student will be awarded 12 or 18 UOC (pending approval from the Academic Director where relevant).
- Students are required to undertake the full-time load as required at the host school.
- The exchange program is part of the full-time MBA and all students will be charged the full-time MBA rate.

MBAX students (Finance, Technology)

- MBAX students must consult Student Experience to check eligibility for international exchange, due to the different specialisation structures.
- Applications are based on your academic results (WAM), and only those students with good academic and financial standing, without any incident of misconduct are eligible to apply for exchange. Any incident of misconduct may result in the termination of an application or the cancellation of an Exchange place.
- Students must have completed a minimum of 4 core courses (including Term 1) to be eligible to apply for exchange. At least half of these must be AGSM courses.
- Students are required to pay for the AGSM units of credit they will earn during their period of Exchange prior to departing for their exchange term.
- Students must have 2 electives remaining at time of application as these will be awarded on International exchange.
- An MBAX* student will be awarded a maximum of 12 UOC on International Exchange (*depending on MBAX specialisation, progression and pending approval from the Academic Director where relevant).
- Students are required to do the full-time load at the host school.
- The exchange program is part of the full-time MBA and all students will be charged the full-time MBA rate.

MBAX students (Change, Social Impact)

- Not eligible for traditional exchange due to the program structure (however other international exchange options are available for you)

International Exchange Schools

Refer to the school fact sheets and Term dates and Study load document on our website for further details.

Asia

HKUST Business School, Hong Kong University of Science & Technology, China

Antai College of Economics and Management, Shanghai Jiao Tong University, China

Shanghai Advanced Institute of Finance, Shanghai Jiao Tong University, China

Guanghua School of Management, Peking University, China

Indian Institute of Management, Ahmedabad, India
Graduate School of Business, Keio University, Japan

NUS Business School, National University of Singapore, Singapore

**Canada**

Rotman School of Management, University of Toronto

Schulich School of Business, York University

**UK and Europe**

London Business School, UK

Copenhagen Business School, Denmark

University of St. Gallen, Switzerland

HEC, School of Management, France

ESADE Business School, Spain

Instituto de Empresa Business School, Spain

Rotterdam School of Management, Erasmus University, The Netherlands

SDA Bocconi School of Management, Italy

**USA**

Booth School of Business, University of Chicago

Duke University, The Fuqua School of Business, North Carolina

Johnson School of Management, Cornell University, New York

Kellogg School of Management, Northwestern University, Illinois

UNC Kenan-Flagler Business School, University of North Carolina

Leonard N. Stern School of Business, New York University

Stephen M. Ross School of Business, University of Michigan

McCombs Graduate School of Business, University of Texas

Tuck School of Business, Dartmouth College, New Hampshire

Simon Graduate School of Business, University of Rochester, New York
South America

PUC School of Business, MBA, Pontificia Universidad Catolica de Chile Santiago, Chile

**Researching Partner Schools & Term Dates**

Students must research the schools in which they have an interest. Significant information can be obtained by researching each school’s website and fact sheets or by contacting the Exchange Coordinator at the exchange school. Further information is available from the Student Experience Team.

Students should refer to the exchange 'Term Dates and Study Load' document on the AGSM website for information on study dates at partner schools. It is important to note that some schools do not have term dates closely corresponding to term dates at AGSM. Some schools we have partnerships with do not offer a traditional full term exchange. In addition, some schools will require that students study over the course of one or two terms.

**Visa Stipulations**

It is the responsibility of each student to research and assess the visa requirements that are applicable to his/her own individual circumstances. Students should contact the relevant embassies/consulates to determine time frames and administrative requirements they should follow in order to ensure they obtain the relevant visa in a timely manner.

International AGSM students must consider their options carefully with regards to their Australian student visa expiry date and also if they are considering applying for the MBA Extension. There is no guarantee that the Department of Home Affairs will approve a visa extension to re-enter Australia based on Exchange participation. MBA students must therefore be careful to plan their program pathway so that all necessary AGSM units of credit are completed prior to going on Exchange in Term 4.

Please note that very few of our partner schools accept nationals of that particular country as exchange students, so please ensure you are aware of the policy of the school(s) to which you apply. Wherever possible it is advisable that students contact the relevant Exchange Coordinator for clarification.

**Health Care Cover**

Students going on exchange are automatically covered under the university’s travel insurance, however you are advised to ensure appropriate health care coverage for the period on Exchange. Please note that this may incur significant additional costs depending on the partner school requirements.

**Application process**

**Application Form**

Once students have completed their research of exchange schools and have assessed their options, they are required to complete an application form on which they will rank their selected schools in order of preference (maximum of 10 schools).

- Students should not select schools they are not willing to attend.
- There is no appeal mechanism for not receiving first preference as the place has already been allocated to another student.

Placements are allocated according to a fixed pre-negotiated quota of positions that are made available by partner schools.
Selection Process

There will be one round of exchange selection each year, typically in March-April, where exchange for Term 3 same year & Term 4 the next year will be available. Selection will be based on academic criteria and ambassadorial qualities.

The international exchange program is a full-time course in our full-time program. Preference is therefore given to full-time students.

1. Academic Criteria

MBA (Full-time) students:

- Grades will be taken from results in Term 1 core courses.
- For MBA students who have recognition of prior learning for one or more courses, grades will be taken from core and elective course(s) completed in Term 1.

EMBA/MBAX students:

- Grades will be taken from results in the courses completed up to and including Term 1.

2. Non-Academic Criteria

Students who are selected for exchange are the representatives of AGSM@UNSW Business School and are expected to actively promote AGSM at the exchange school. The selection committee will be looking for the following:

- Demonstrated ambassadorial qualities
- Alignment of education and career goals with your chosen school

Decision & Notification

Exchange placements are at the discretion of the selection committee. The committee reserves the right not to offer a placement at a partner school to any student. Students with concerns should first discuss them with the Exchange Coordinator. Once final offers are made, students will receive no further feedback regarding the selection process or outcome of the application. The final outcome is made at the sole discretion of AGSM@UNSW Business School. Students will be notified of the outcome of their placement by email.

Acceptance

Students will have three days (from the day of receipt of offer) to accept the offer of a position at an exchange school. Students should complete and submit an acceptance via a provided link in the offer email by the due date. No extension of the acceptance date will be given unless students can demonstrate exceptional circumstances.

Delaying acceptance affects many other students and their respective offers of placement on exchange. A request for extension must be submitted before the acceptance due date.

Rejecting an offer of a position at an exchange school seriously disadvantages other students who may have preferred to go on exchange to that school. Those students are likely to lose that opportunity as the offer of exchange to that school may not be made available. Students are expected to honour an offer and conduct themselves as an AGSM ambassador at the partner school.

Deferral

Requests for deferral are not accepted, as every deferral has the potential to deny another student an opportunity to go to that school. Deferral requests can impact the ratio of outgoing-to-incoming students for that school. In exceptional circumstances, however, requests for deferral will be considered by the Academic Director of AGSM MBA Programs or the Director’s designate.
Application Timeline

This timeline is applicable to the exchange selection process that will determine students participating in exchange during Term 3 & Term 4.

Conditions of Exchange

The AGSM@UNSW Business School community embraces the values of Respect, Collaboration, Innovation, Integrity and Impact. Each member of our community can significantly affect the lives of others; therefore, everyone is expected to act responsibly, interact honestly and respectfully with others and be accountable for their actions.

Students should foster these values and undertake these responsibilities whilst on Exchange. Students must also respect the codes of conduct and follow the policies and procedures of their Exchange Schools.

Students who have been nominated for exchange cannot withdraw unless there are special circumstances. Documentation supporting your circumstances must be submitted to the Exchange coordinator for assessment.

Tuition liability and study load

Student exchange is an opportunity as part of your degree. The way it works is that you remain enrolled at UNSW while on exchange and, at the end of your exchange, you bring 12 UOC (MBAX/EMBA) - 18 UOC (MBA/EMBA) back to your AGSM degree.

A student exchange program is always a full-time workload, regardless of whether you’re enrolled full-time or part-time at AGSM.

The courses you take and pass at the partner university are credited back to your UNSW degree (to a maximum of 18 UOC). However, the specific marks you attain for each course are not transferred. Your transcript simply shows satisfactory XE for the courses transferred. You will receive a copy of the partner university’s transcript at the end of your exchange.

Students do not pay tuition fees at the exchange school they are attending. Students will be invoiced and must pay for their tuition fees prior to departing for their exchange term overseas, unless deferring their tuition fees to FEEHELP. FEE-HELP students should contact fees@unsw.edu.au prior to going on exchange if they have any questions.

Course Selection

Students must supply the Student Experience team with their course selection information before their departure (through an online survey). Any changes made thereafter to your course selections must be supplied to Student Experience immediately. EMBA students must also ensure that there is no crossover with Stage 2.

Study Load

All MBA students must complete a course load that constitutes a full-time load for that term at a postgraduate level at the Exchange School.

For conversion purposes, 36 hours of lectures and a comparable assignment workload is equivalent to 6 UOC at AGSM.

Please consult AGSM should you require clarification, as weightings at partner schools are often different to our own. Students are responsible for consulting Exchange Coordinators at their exchange schools to ensure their course selections constitute a full-time load and fit with any policies that govern exchange students. Some exchange schools permit students to audit classes; however these courses will not be recognised by AGSM as full elective courses and the units of credit will not transfer to AGSM MBA Programs units of credit.
Course Results

Students are responsible for ensuring the Student Experience Team receives an official transcript at the end of their Exchange period. Any delay in receiving results may delay clearance for graduation (MBA/EMBA/MBAX) or entry into Stage 2 or the MBA Extension. Keep in mind that some schools work on different term end dates which also affects clearance for graduation.

Communication

The official form of communication between students and the AGSM@UNSW Business School is by email. Therefore, in order for students to remain informed whilst on exchange, it is their responsibility to check their email regularly. Students must ensure they have linked their personal email accounts with their zMail accounts. Students should update their details on myUNSW to ensure the AGSM has their contact details whilst on exchange.

Marketing Role

As a condition of the acceptance of their exchange position, students are expected to promote the AGSM MBA Programs whenever and wherever possible. AGSM MBA Programs may also request that students attend MBA trade and recruitment fairs in the vicinity of their exchange schools. Students will be informed in advance and any relevant information will be forwarded to them accordingly.

Contribution to Exchange

Upon completion of exchange, students are required to submit a testimonial outlining their exchange experiences at their respective schools. This information will be added to the exchange information packs as further information for future students applying to go on exchange.

Exchange transcripts are sent on receipt of testimonials.

Contact Details

For further information regarding International Exchange, please contact the Student Experience Team

Email: studentexperience@agsm.edu.au

Phone: +61 (02) 9931 9400