Introduction

The International Exchange program is an important dimension of the AGSM MBA Programs. The program allows students in the full-time MBA and Graduate Diploma in Management (EMBA) to undertake a component of their requirements with an International Exchange partner.

AGSM MBA Programs 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 MBA Program’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 International Exchange program is competitive with a stringent application process, which takes place over approximately 10 weeks. Students interested in International Exchange should familiarise themselves with the International Exchange Policy and deadlines associated with the application process. This document outlines the policies applicable to an outgoing exchange application.

Eligibility requirements*

MBA Students

- Only those students holding a Weighted Average Mark (WAM) of 65% or higher will be eligible to go on international exchange.
- Students must have completed the core component of the MBA program and, at least, two consecutive sessions 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 must have passed all subjects within the core component of the AGSM MBA Program prior to any exchange.
- Only those students with good academic and financial standing at the time of application submission are eligible to apply for 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 sessions overseas.
- An MBA student will be awarded a maximum of 18 uoc on international exchange.

EMBA Students

- Only those students holding a Weighted Average Mark (WAM) of 65% or above in the year of application for International Exchange are eligible to apply for International Exchange.
- Students who wish to go on international exchange should keep in mind that they must have completed a minimum of 3 AGSM foundation courses to be eligible to apply for exchange. Students are also required to have completed a minimum of 5 foundation courses prior to exchange commencement.
- Only those students with good academic and financial standing at the time of application submission are eligible to apply for 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 sessions overseas.
- An EMBA student will be awarded a maximum of 12 uoc on International Exchange.
* AusAID students are not eligible to apply for Exchange as AusAID does not permit students to participate in exchange programs between Australian institutions and institutions in other countries.

**International Exchange School offerings**

**Asia**
- Indian Institute of Management, Ahmedabad, India
- School of Business Management, Hong Kong University of Science & Technology, China
- Graduate School of Business, Keio University, Japan
- NUS Business School, National University of Singapore, Singapore

**Canada**
- Joseph L. Rotman School of Management, University of Toronto
- Schulich School of Business, York University

**Europe**
- London Business School, UK
- Warwick Business School, UK
- Manchester 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
- RSM Erasmus University, The Netherlands
- SDA Bocconi School of Management, Italy
- WHU Otto Beisheim School of Business, Germany

**USA**
- Fuqua School of Business, Duke University, North Carolina
- Booth School of Business, University of Chicago
- Johnson School of Management, Cornell University, New York
- Kellogg School of Management, Northwestern University, Illinois
- UCLA Anderson School of Management, Los Angeles
- The Kenan-Flagler Business School, University of North Carolina
- Leonard N. Stern School of Business, NYU
- 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
- The Wharton School of the University of Pennsylvania, Philadelphia
- 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 & Session Dates**

Students must research the schools in which they have an interest. Significant information can be obtained by researching each school’s website or by contacting the Exchange Coordinator at the exchange school. Further information is available from the AGSM MBA International Exchange Coordinator.

Students should refer to the exchange ‘Exchange date and course load’ document for information on session dates at partner schools. It is important to note that some schools do not have session dates closely corresponding to session dates in the AGSM MBA Programs. 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 sessions.
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 students must consider their options carefully with regards to their Australian student visa expiry date. There is no guarantee that the Department of Immigration and Citizenship (DIAC) 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 MBA Program units of credit are completed prior to going on Exchange in Session 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 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.

- 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 where exchange for Sessions 3 & 4 (MBA) and Sessions 3 & 1 (EMBA) will be available. Selection will be based on academic and non-academic criteria.

Academic Criteria – 50%

Academic performance will constitute 50% of the overall assessment for placements, as per the following criteria:

MBA Students

- Grades will be taken from results in Session 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 Session 1.

EMBA Students

- For EMBA students, grades will be taken from results in the foundation courses of the EMBA.

Non-Academic Criteria – 50%

Non-Academic criteria involves a 2.5 minute recorded presentation, paragraph of 50 words summarising why you want to go on exchange and a written reference (personal or professional). These will constitute 50% of the overall assessment. Students who are selected for exchange are the representatives of AGSM MBA Programs and are expected to actively promote AGSM MBA Programs at the exchange school. The selection committee will be looking for the following:

- demonstrated ambassadorial qualities.
- contribution by the student to the AGSM MBA Programs community or wider community eg. through
involvement with local or national charities and volunteer contributions etc.

- Sound reasons for selection of exchange school and course choice.

**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 MBA Programs. Students will be notified of the outcome of their placement by email.

**Acceptance**

Students will have three working 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 form by the due date to the International Exchange Coordinator. No extension of the acceptance date will be given unless students can demonstrate exceptional circumstances.

Delaying acceptance may potentially affect 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.

**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 sessions during Sessions 3 & 4 (MBA) and Sessions 3 & 1 (EMBA).

**Conditions of Exchange**

The AGSM MBA Programs community embraces the values of personal integrity, mutual respect and honesty. 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.

**Tuition Liability and study load**

**Tuition Liability**

MBA students pay AGSM MBA Program tuition fees for three elective courses (18 uoc). EMBA students pay the EMBA tuition fees for one or two elective courses (6 or 12 uoc). 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 sessions overseas, unless deferring their tuition fees to FEE-HELP. Fee-Help students should contact csandfees@unsw.edu.au prior to going on exchange if they have any questions.

**Study Load**

**MBA Students**

MBA students must complete a course load that constitutes a full-time load for that session at a postgraduate level at that Exchange School. Students who successfully complete all courses during international exchange will be awarded 18 uoc on the AGSM MBA Program. For conversion purposes, 36 hours of lectures and a comparable assignment workload is equivalent to 6 uoc in the AGSM MBA Programs.
EMBA Students

EMBA students must comply with the exchange partner’s study load requirements (please see ‘Exchange date and course load’). Under no circumstance will a EMBA student be awarded more than 12 uoc. For conversion purposes, 36 hours of lectures and a comparable assignment workload is equivalent to 6 uoc in the AGSM MBA Programs.

Please consult AGSM MBA Programs 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 the AGSM MBA Programs as full elective courses and the units of credit will not transfer to AGSM MBA Programs units of credit.

In accordance with the Department of Education, Statistics and Training (DEST) regulations, MBA students must not complete a study load on Exchange that equates to more than a full-time load at the AGSM MBA Programs (24 uoc).

Course Selection

Students must supply the International Exchange Coordinator with their course selection information before their departure. Any changes made thereafter to your course selections must be supplied to the International Exchange Coordinator immediately.

Course Results

Students are responsible for ensuring the AGSM MBA Programs Office receives an official transcript at the end of their Exchange period. Any delay in receiving results may delay clearance for graduation (MBA or EMBA) or entry into the Strategic Management Year (SMY).

Contact Information

The official form of communication between students and the AGSM MBA Programs 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 MBA Programs Office 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:

Global Partnerships Coordinator

Email: mbaexchange@agsm.edu.au  Telephone: +61 2 9931 9203