AGSM @ UNSW Business School

AGSM Graduate Certificates

**Class Modes**

**Fortnightly Classes:**
Course delivery occurs over a 12 week period and includes 1 fortnightly evening 3 hour face-to-face class (generally 6-9pm), for 6 fortnights (Term weeks 1, 3, 5, 7, 9 & 11). Fortnightly classes require a minimum of 80% attendance. In the past students could attend up to 3 alternate weekly classes as a visitor due to illness, critical work projects or travel. Due to strict social distancing requirements (currently in play), attendance at an alternate fortnightly class due to illness, family or work commitments must be approved by Student Experience, pending the class size and whether an alternate night is running. It may be unlikely early in the Term as capacity caps are low so classes may be full.

**Intensive Classes:** [https://student.unsw.edu.au/special-consideration](https://student.unsw.edu.au/special-consideration)
Course delivery occurs over a 12-week period and includes 2 intensive weekends. Intensive courses require **100% attendance** and students are required to complete **weekly coursework**, readings and online activities/discussions through Moodle prior to attending class. If 100% attendance is not met a student must apply for Special Consideration within 3 working days if order to remain in the course (through Central UNSW & meet the criteria).

**Online WEB:**
Course delivery occurs over a 12 week period through the online eLearning platform Moodle. Students are required to complete coursework, reading, and assessment; and participate in regular online discussions and/or activities. This is a flexible format and does not have scheduled face-to-face meetings each week. Readings, learning activities and assessments are accessible online. Students are expected to log on to the course site on a regular basis (i.e. several times each week), for participation in discussion threads & activities which are due weekly. Many online courses include prescheduled video conferences for class introductions & assessment briefings. Dates and details of the video conferences will be made available by the Facilitator at the commencement of Term.

**Online 'Virtual or VC Class':**
Are delivered weekly online at a set day and time for 90 minutes 6-7:30pm i.e. a Virtual class delivery. The link to the weekly session will be provided through the Moodle class site & is likely to be via the Collaborate Ultra platform or zoom.

**Weekly Classes:**
Course delivery occurs over a 12 week period and includes either 1 weekly CBD evening face-to-face 90 minute class (generally 6-7:30pm at the UNSW CBD Campus) or a 3 hour weekly class during business hours at the UNSW Kensington campus (Full-time MBA courses). Weekly classes are scheduled across 10 to 12 weeks (can vary per course, but assume 12). Weekly classes require a minimum of 80% attendance.

**Progression Planning**
Our amazing Student Experience Team are here to help you navigate the Program options available to ensure you maximise learning outcomes with AGSM. To book a consultation over the phone, in person or by video conference, please contact the team on Ph: 9931 9400 or studentexperience@agsm.edu.au

**Resources**

AGSM Learning Toolkit

Special Consideration
Special consideration is the process for assessing the impact of short-term events beyond your control (exceptional circumstances), on your performance in a specific assessment task or inability to meet the attendance requirement. You can find more detail via the links below.

UNSW Website re Special Consideration
UNSW Special Consideration Guideline (Long Version)

Waitlists
In T1 & T2, 2020 UNSW introduced Course Waitlisting (Step 1 of the enrolment process). From Term 3, 2020 AGSM will be participating in the UNSW Class Registration Waitlist pilot. This functionality will allow students to waitlist for a class per mode, day & time. Further information and instructions for Class Registration waitlisting will be forward by AGSM Student Experience prior to Class Registration opening. Early enrolment is advised to secure preferred class venue and time. Room caps for face to face classes in Term 3 will vary in accordance with the COVID permitted maximum room capacity which is based upon room square meterage. Enrolment may be facilitated until the end of week 1, subject to availability. Please note classes with low enrolments may be cancelled. Please do not enrol in classes you do not intend to proceed with as this impacts your colleagues and the viability of scheduled offerings.

For further information and for all enquiries, please contact the AGSM Student Experience team.
[studentexperience@agsm.edu.au](mailto:studentexperience@agsm.edu.au) | T: 02 9931 9400