

# AGSM @ UNSW Business School

## MBA (Executive) EAY

### Application Procedure and FAQs

The MBA (Executive) is AGSM's most popular MBA program. It combines flexible part-time study with access to face-to-face, intensive, international, and online modes of study in the first stage of the program, in addition to the benefits of the transformative cohort experience in Stage 2 the Executive Agenda Year (EAY) – the final capstone year of the program.

EAY is comprised of four courses undertaken chronologically in four ten-week sessions within 12 months. Each course has a 4-day residential and 100% attendance requirement, to provide students with an immersive and experiential learning experience.

- [See the MBA \(Executive\) Structure and detailed information on EAY courses](#)

EAY has two intakes each year: January and July, and each intake typically has 2-3 cohorts (depending on application numbers). **Cohorts A, B, and C** commence in January and complete in December of the same year, and typically graduate in the following May Graduation Ceremony. **Cohorts X, Y, and Z** commence in July and complete in June of the following year, and typically graduate in the following December Graduation Ceremony.

#### EAY Entry Requirements

- Completion of 8 Stage 1 courses/48uoc **prior** to the commencement of EAY
- Meet the Stage 1 [structure requirements](#)
- Total [WAM](#) of 65 or more

Please be reminded that applying for EAY and meeting the eligibility criteria does not guarantee you a place in a cohort. Cohorts are allocated first-come first-served, based on time of application.

#### Stage 2 - EAY Fees

[View the current MBA \(Executive\) fees here.](#)

There is an upfront fee for the residential costs which are not covered by the course fees. From 2021, instead of being one fee upfront, the Residential Fee is split into 4 payments corresponding with the 4 residentials. This is due to COVID-19, in case government restrictions require any residentials to pivot to online delivery (where the residential fee would not be required).

The course fee for each course is to be paid by the specified due date (see the EAY Key Dates document on the [Timetables and Key Dates page](#)) and must be paid for course-by-course.

The [SSAF](#) fee will also apply throughout the year, and FEE-HELP and SA-HELP are available for eligible students. Fees for the following year are typically finalised by October on the above linked fees page.

#### EAY Application Key Dates (indicative only)

Dates will be finalised prior to applications opening for each commencement.

|                       | <u>Must complete Stage 1 in or before</u> | <u>Online applications open</u> | <u>Cohort offers sent</u> | <u>Acceptance &amp; residential fee payment due</u> | <u>Program transfer to Stage 2*</u> | <u>Enrolment in myUNSW</u> | <u>Course materials available in Moodle</u> |
|-----------------------|---|---------------------------------|---------------------------|---|-------------------------------------|----------------------------|---|
| <b>January Intake</b> | Term 3                                    | October                         | Late October              | Within 5 days of offer                              | Mid November                        | Mid December               | 2 weeks prior to course commencement        |
| <b>July Intake</b>    | Term 1                                    | Early April                     | Early May                 | Within 5 days of offer                              | Late May                            | Mid June                   | (cohort-specific)                           |

\*Students transferring from program codes 5950 and 8625 must re-submit their FEE-HELP declarations upon program transfer before they can be enrolled into EAY.

## Application and enrolment process for EAY

### 1. Application

Initial application via an online portal, where you can apply for a place in the intake and indicate your preferred cohort. *You will need to enter your name, zID, an alternate email, and Cohort preference.* Your eligibility will be confirmed before you can proceed to the next step.

### 2. Letter of offer & cohort allocation

Students who apply via the online portal and are eligible to commence EAY (or are eligible for a conditional offer\*) will be allocated to the cohorts on a **first-come first-served basis**. Not all students may receive an offer if there are more applications than available places. You will be sent a letter of offer specifying the cohort, residential dates, fees and other important information relating to EAY. Please read all provided information **before** you accept your offer.

*\*Conditional offer:* When an offer is made to a student who is potentially eligible however we are unable to confirm eligibility before applications open. For example, students who are completing their 8th course in the Term prior and who have a WAM of 65+ at the time of application would be eligible for a conditional offer, which becomes a confirmed place upon confirmation of their final grade/WAM (this can be confirmed internally before the first EAY census date). If the student's WAM is reduced to below 65 during this period, they will be withdrawn and advised of their options.

### 3. Acceptance of offer and Residential fee payment

In your letter of offer you will have a link to accept your offer and pay the residential fee (please refer to [MBA \(Executive\) Fees](#)). Your place in the cohort will be confirmed with payment of the residential fee within 5 working days of receiving your offer. You will also be required to complete a profile questionnaire for your cohort profile book before commencing the EAY.

### 4. Enrolment & Course Materials

All enrolments throughout EAY are actioned by AGSM Student Experience and course materials are made available typically two weeks before the teaching period starts.

You will be enrolled in each courses one-by-one approx. 2-4 weeks before the course commences, **please ensure your fees have been paid on time to avoid delays in enrolment**. This includes the residential fee for each course.

## FAQs

1. *Can I do my last Stage 1 course concurrently with Stage 2/EAY?*

No. You must have completed all Stage 1 requirements and your final Stage 1 grades must be available to AGSM before the census date for the first EAY course.

2. *I didn't get my first preference. What do I do?*

If you did not get allocated your preferred cohort, but you are able to attend the dates for the cohort you are allocated, please accept your offer. This usually means your preferred cohort is full, and we can add you to a waitlist upon request as students sometimes need to swap or defer later in the application process as cohorts are being finalised. If you cannot attend the dates of the cohort you have been allocated, contact Student Experience.

3. *My availability has changed since I applied/accepted my offer/commenced. What do I do?*

If you advise us as soon as you are aware of the situation, we can advise you if/what cohorts have places available and facilitate a swap if possible. Special consideration conditions apply. If we can't work out an arrangement in time, you may need to defer your EAY studies by 6 months to the next intake. This also applies if you have already commenced EAY.

4. *Can I do the EAY courses in a different order?*

No. The courses are designed to follow the defined order, and while they don't have specific links to each other they require assumed knowledge/competency in the preceding courses.

5. *I haven't finished my last Stage 1 course, can I still apply?*

Yes – as per the below table:

| Completing final Stage 1 course in | Earliest possible Stage 2 EAY intake   |
|------------------------------------|--|
| Term 1                             | July intake (of the same year)         |
| Term 2 or 3                        | January intake (of the following year) |

6. *Can I be in the same cohort as my friends?*

We will not take this request into consideration when allocating the cohorts. If you all apply early enough and all get your first (same) cohort preference it's possible, however there are benefits to being exposed to new people and backgrounds, including the opportunity to expand your own professional and personal networks. Also note that course teams are designed to be objective as possible to ensure professional diversity of different roles, industries and experience, so you may not end up working closely with your friends in the same cohort.

7. *There are no grade release dates, when do the grades come out for each course?*

We aim to release grades before the next residential where possible. Note that for consistency across all cohorts, marking is not typically started until the final cohort to complete the course have submitted their final assessment. We will advise you immediately if there are any issues with your marks, well before grade release, so you aren't disadvantaged for the next course.

8. *What is different about Stage 2 compared to Stage 1?*

Short answer: almost everything!

The key differences to note are:

- The calendar = 4x 10-week courses within 12 months (see the annual calendar)
- Each course is weighted 12uoc, double the workload of a Stage 1 course. Please keep this in mind as you'll need to plan ahead for more study time throughout the year, particularly in the first few weeks before the residentials
- The only face-to-face contact is at the residentials, though you may be required to attend scheduled videoconferences in some courses
- The residential course structure is typically:

| Residential   | Structure  | Activities   |
|---|------------|--|
| <b>EAY1: Strategic Leadership</b><br><b>EAY2: Innovation</b><br><b>EAY3: Growth</b> | Weeks 1-4  | High volume of readings with activities and assessments to complete before the residential |
|   | Week 4     | 4-day immersive Residential  |
|   | Weeks 5-10 | Assessments  |
| <b>EAY4: Transformation</b><br><b>is a little different...</b>                      | Weeks 1-8  | Readings, activities and assessments to complete before the residential                    |
|   | Week 8     | 4-day immersive Residential  |
|   | Weeks 9-10 | Final assessments  |

- During several of the residentials you'll have activities that are designed to demonstrate concepts and challenge you mentally and (potentially) physically. We try to take all abilities into account when planning these activities and can accommodate your needs if you cannot participate for a medical or other valid reason

9. *I live overseas. Can I still do EAY, or complete my MBA (Executive) any other way?*

As of 2021, this isn't possible unless you are able to guarantee you can attend the residentials in person.

*Pre-COVID answer: We do have students who attend EAY while living overseas and fly in for each residential.*

*Students living internationally must bear in mind that all times & dates expressed are Sydney AEST/AEDT date and time. We do understand that flying in from overseas doesn't work for everyone and may not be accessible or affordable for all students.*

To graduate with the MBA (Executive) you must complete EAY in its current format, so if you are unable to do EAY for whatever reason please contact Student Experience so that we can discuss alternative options that would suit your situation.

10. *Do I need to use the residential accommodation, or can I commute to and from the sessions each day?*

While there is no hard requirement to stay overnight in the accommodation, we strongly recommend doing so in order to get the most out of the program which is designed to be immersive, i.e. to take you out of your normal environment to enrich your learning and experience. You may also need to use the room during the day throughout the residentials. If you have a special consideration requirement affecting your ability to stay in the booked accommodation please reach out to us to discuss your situation.