

AGSM @ UNSW Business School

Incoming Exchange Guidelines 2020/2021

Studying at AGSM@UNSW Business School

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 to ensure they have a complete understanding of the procedures governing the exchange program.

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.

Application and 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, once nominated to us, the AGSM MBA Program requires completion of an AGSM MBA incoming exchange application form which will be emailed out. 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 a CV (indicating this experience) must be included with the application. In lieu of this equivalent relevant experience may also be considered.
- UNSW accepts English language test scores to meet our English language requirements provided.

-You completed the test no more than two years before your intended start date, and

- You achieved the minimum scores:

Check below to see if your results meet our English language requirements:

IELTS Academic version only	TOEFL Internet-based Test (iBT)	TOEFL Paper-based Test (PBT)	Pearson Test of English (PTE) Academic	UNSW Institute of Languages University English Entry Course (UEEC)	Cambridge Certificate in Advanced English (CAE)	Cambridge Certificate of Proficiency in English (CPE)	ANU College Access Program
7.0 overall (min. 6.0 in each subtest)	94 overall (min. 25 in writing, 23 in reading, listening and speaking)	589 overall (min. 5.0 in TWE)	65 overall (min. 54 in each subtest)	Successful completion with a minimum overall grade of B- and a minimum grade of C+ in the writing component.	185 overall (min. 169 in each subtest)	185 overall (min. 180 in each subtest)	Not Accepted

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

- Consulting the Exchange Coordinator at your home institution, as they will be able to provide various resources;
- Visiting the AGSM MBA Programs website: <https://www.business.unsw.edu.au/agsm/programs/mba/mba-full-time>
- Contacting the Student Experience Team at AGSM MBA Programs via studentexperience@agsm.edu.au.

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 can assist with information on 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. All incoming exchange students will be allocated 'exchange buddies' to assist with their queries.

Visa

Incoming Exchange students will need to obtain a visa (either Tourist visa, Student visa or Working Holiday visa) in order to study on the AGSM MBA Program. We recommend contacting nearest Australian embassy/consulate or searching the *Department of Home Affairs: Immigration and Citizenship* website (<https://immi.homeaffairs.gov.au/>) to determine which visa is required and what steps must be taken in order to complete the visa application.

Student Visa

Overseas Student Health Cover (OSHC) 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.

UNSW preferred OSHC provider is: Medibank Private (<https://www.unswglobal.unsw.edu.au/programs-courses/things-to-know/how-to-prepare/health-insurance/>). 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) as it is only 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 and a specific passport holder, the following visa may be an option: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/work-holiday-417/first-working-holiday-417>

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 term dates following to determine which term/s is suitable for exchange.

2020 Term 3	2021 Term 4
School nomination deadline: 12 June 2020 (or as agreed)	School nomination deadline: 30 September 2020 (or as agreed)
Student application due date: 28 June 2020	Student application due date: 4 October 2020
Orientation Day: 11 or 12 September 2020	Orientation Day: 8 January 2020 (TBC)
Term 3: 14 September – 27 November 2020	<i>Term 4: 11 January – 26 March 2021 (dates TBC)</i>
Final week: 30 November – 4 December 2020	<i>Final week: 29 March – 3 April 2021 (dates TBC)</i>

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 (uoc). Each elective course is 6 units of credits and has 36 contact hours per term.

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.

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 during the course selection process. 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 Exchange Coordinator should inform the AGSM MBA Exchange Coordinator in writing of such requirements prior to the start of the corresponding term.

Course Offerings and Related Information

Elective courses are offered in Term 3 and Term 4 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 Sundays between 9am and 5pm. Classes are usually lectures of 3 hour blocks and others are 1 hour and 20 minutes although some courses may be taught a number of full days across the term. Class sizes are a maximum of 70 students although certain courses are capped at 25 due to its nature.

Course Selection

Exchange students are not permitted to enrol in core courses. Elective courses are worth six units of credit. Please refer to the elective calendar annual course schedule in regard to the courses available each term (available from the Student Experience Team).

For course descriptions, please refer to our website:

<https://www.business.unsw.edu.au/degrees-courses/postgraduate/mba/agsm-mba-full-time#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 weekly courses but for intensive courses, 100% attendance is required.

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 alternative arrangements.

Orientation

Orientation Day usually takes place on the Friday before term start and is a compulsory component of exchange studies in the AGSM MBA Program. Further information regarding orientation will be emailed to students prior to term commencement.

Conditions of Exchange

Enrolment

To confirm enrolment with the AGSM MBA Program, students must complete and submit the online application form by the deadline.

Accommodation

Incoming Exchange students are responsible for researching and obtaining their own accommodation for the duration of their stay in Sydney. The Accommodation Services Office can assist 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 below pages:

<https://www.housing.unsw.edu.au/>

<https://student.unsw.edu.au/accommodation-short-term>

Other recommendations are available via the group Facebook page.

Contact Information

Students are responsible for updating their contact details within the first two weeks of the start of the session in the "[myUNSW](#)" section of our website.

Student Activities

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

<https://www.business.unsw.edu.au/agsm/life/student-society-and-clubs>

Dress code

There is no official dress code at AGSM but there may however be certain events where you will need business attire.

Final Results

The AGSM MBA Programs Office will courier two official copies to students' 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.

Contact Details

AGSM Student Experience Team

Exchange Coordinator: Ms. Maja Modin
Email: studentexperience@agsm.edu.au
Telephone: +61 2 9931 9400

Address: AGSM MBA Programs, Student Experience,
AGSM Building, Gate 11, Botany St UNSW
Sydney NSW 2052
Australia

MBA Program Website:
<https://www.business.unsw.edu.au/agsm/programs/mba/mba-full-time>

Timetables:
<https://www.business.unsw.edu.au/agsm/students/timetables-and-key-dates> (and click on MBA Full-Time)

Exchange Page:
<https://www.business.unsw.edu.au/agsm/students/international-study-options> (and scroll down to the drop box Joining AGSM on Exchange)

University's website:
<https://www.unsw.edu>