1. Introduction

The International Exchange Program is an important component of the full-time AGSM MBA Program of the Australian School of Business of the University of New South Wales. 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 so as to ensure they have a complete understanding of the procedures governing the Exchange Program.

2. 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.

3. Application & Selection

To apply to study on Exchange on the AGSM MBA Program, 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, the AGSM MBA Program requires completion of an AGSM MBA Incoming Exchange application form and imposes the two following restrictions on incoming exchange students:

- Applicants must have a minimum of 2 years postgraduate work experience. A copy of your CV (indicating this experience) must be included with the application.
- If English is not your first language and you have scored less than 30 on the verbal component of the GMAT, you will be required to demonstrate your English proficiency by completion of either the IELTS or TOEFL test, with the following minimum scores:
  - IELTS - academic test only with minimum 6.5 overall and at least 6.0 in each band; IELTS test scores are valid for 2 years.
  - TOEFL - minimum 577 (paper-based), 233 (computer-based) or 90 (internet-based); essay minimum 5.0; TOEFL test results are valid for 2 years.

We recommend that prospective students complete their own research about the AGSM MBA Program. This can be accomplished as follows:
1. Consulting an Exchange Coordinator at your home institution, as he/she will be able to provide various resources;
2. Visiting the AGSM MBA Programs website: [http://www.agsm.edu.au](http://www.agsm.edu.au);
3. Contacting the Exchange Coordinator at AGSM MBA Programs via mbaexchange@agsm.edu.au.

4. Research

Once selected to study on the AGSM MBA Program, students should start their own research in regards to visiting Australia as both a student and as an overseas visitor. The AGSM MBA Programs Office provides information on the following subjects: 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.
5. Visa

You will need to obtain a visa (either Tourist or Student) in order to study on the AGSM MBA Program. We recommend that you contact the Australian embassy nearest to you or search the Department of Immigration and Citizenship website (http://www.immi.gov.au) to determine which visa you will need to apply for, and what steps you must take in order to complete your visa application (including any on-line options).

Student Visa

Overseas Student Health Cover 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.

Students who have been accepted into the Exchange Program will be asked to purchase their own OSHC online. OSHC providers are: Worldcare, BUPA Australia Health, Medibank Private and Australian Health Management (AHM). Further information about other OSHC providers is available from the Department of Health and Ageing Care website (www.health.gov.au).

After students have purchased their OSHC they will be required to fax, email or send our office a copy of their receipt showing they have taken out appropriate cover. After we receive a copy of the receipt we will email the student their electronic confirmation of enrolment (eCoE) so they can apply for a student visa. You will be required to submit this form for your student visa. It will also be sent electronically to the Australian embassy nearest to you that processes student visas.

Please note that we will not issue a student’s eCoE unless students have purchased OSHC for the entire time that they will be in Australia. Students who do not provide us with a copy of their overseas health cover payment receipt will not be issued a confirmation of enrolment and will not be able to apply for a student visa.

Tourist Visa

Please note that students on tourist visas will not be required to purchase the compulsory Overseas Student Health Cover (OSHC) required for students on student visas (described above). However, we do still ask all our exchange students to provide documentation showing they are covered by health insurance (including coverage for evacuation and repatriation) for their study session on AGSM MBA Programs. You may provide this documentation to us at any time prior to your arrival. We can accept photocopies of insurance cards, policy statements, etc. as appropriate documentation. Students on tourist visas are not eligible for OSHC coverage; therefore, you must find an alternate insurance provider.

6. Entry Points

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 duration of their session of study including the examination period. Please refer to the session dates at the end of the policy for more information.

7. Study Load

Exchange students are required to undertake what constitutes a full-time load at their home institution whilst studying on the AGSM MBA Program. A standard full-time load on the AGSM MBA is three elective courses or 18 units of credit. Each elective course has 36 contact hours per session.

**NB:** 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.

**NB:** 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. 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 session.
8. Course Offerings and Related Information

Elective courses are offered each session 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/or Sundays between 9am and 5pm. Classes are usually lectures of 1 hour and 20 minutes duration although some courses may be taught in three-hour blocks. Each course generally comprises two class sessions per week. Class sizes are capped at a maximum of 70 students.

Course Selection

Exchange students are not permitted to enrol in core courses. Unless otherwise stated, elective courses are worth six units of credit.

Please refer to the elective calendar annual course schedule in regards to the courses available each session. For course descriptions, please refer to our website: [http://www.asb.unsw.edu.au/futurestudents/postgraduate/agsmmba/mbaprogram/Pages/courses.aspx](http://www.asb.unsw.edu.au/futurestudents/postgraduate/agsmmba/mbaprogram/Pages/courses.aspx)

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 any course.

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 special consideration.

To confirm your enrolment in this session complete the Enrolment forms and return to the Admissions Office by fax or post prior to the enrolment deadline. Enrolment in future sessions will be online.

Please note the following recommended study pathway when considering your enrolment choices.

9. Orientation

Orientation is a compulsory component of your Exchange studies in the AGSM MBA Program. Further information regarding orientation will be forwarded to you prior to your session of entry.

10. Conditions of Exchange

Enrolment

In order to confirm your enrolment with the AGSM MBA Program, you must identify your course selection information in your completed application form and return it to the AGSM MBA Exchange Coordinator.

Accommodation

Incoming Exchange students are responsible for researching and obtaining their own accommodation for the duration of their stay in Sydney. The Accommodation Services Central Office assists 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 [http://www.housing.unsw.edu.au/](http://www.housing.unsw.edu.au/).

Contact Information

Students are responsible for updating their contact details within the first two weeks of the start of the session in the “My UNSW” section of our website.
**Student Activities**

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

**Final Results**

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

Teaching is conducted in twelve-week sessions followed by an Exam Week. Available session dates for 2010/2011 are provided below.

<table>
<thead>
<tr>
<th>2010</th>
<th>2011</th>
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<tbody>
<tr>
<td>Orientation: 10 September</td>
<td>Orientation: 7 January</td>
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<td>Session 3: 13 Sep – 4 Dec</td>
<td>Session 4: 10 Jan – 1 April</td>
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<td>Exam Week: 6 – 10 Dec</td>
<td>Exam Week: 5 – 8 April</td>
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**11. Contact Details**

**Contact Person:** Thais Oso  
**E-mail:** thaiso@agsm.edu.au  
**Address:**  
AGSM MBA Admissions  
Australian School of Business  
UNSW Sydney NSW 2052  
Australia (Postal)

**Telephone/Fax:** 61 2 99319225  
**Telephone/Fax:** 61 2 99319539 (f)

**AGSM Building**  
University of New South Wales  
Gate 11, Botany Street  
Randwick, NSW 2031  
Australia (Physical)

**MBA Program Website:** [http://www2.agsm.edu.au](http://www2.agsm.edu.au)

**Exchange Page:** [http://www.asb.unsw.edu.au/futurestudents/postgraduate/agsmmba/Pages/exchange.aspx](http://www.asb.unsw.edu.au/futurestudents/postgraduate/agsmmba/Pages/exchange.aspx)

**University's website:** [http://www.unsw.edu.au](http://www.unsw.edu.au)