PIM SCHOOL INFORMATION SHEET

Melbourne Business School, The University of Melbourne
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International Exchange Coordinator

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School address:
Melbourne Business School
200 Leicester Street
Carlton 3053
Melbourne, Victoria
Australia

The University is centrally located in Melbourne, just one and a half kilometers from the commercial center. The city of 3 million offers students diverse cultural, sporting, and social activities.

WWW-address: www.mbs.edu

Application Deadlines:

Term 1, 2006 (Feb – May) - Applications should be received no later than end of October.

Term 3, 2006 (Sept – Dec) – Applications should be received no later than end of May.

Required Documents:
Students are required to complete the following:
• Exchange Application
• Payment for Overseas Student Health Cover
• CV
• Academic transcript

Please note students receive these forms upon formal nomination by home institution.

Study program:
Areas of concentration are:
• Finance & Accounting
• International Business Management
• Strategy
• Competition & Governance
• Human Resources & Managerial Development
• Marketing
• Technology & Operations Management, &
• Entrepreneurship & Innovation.

Courses:
http://www.mbs.edu/main.cfm?pid=317
Username and password can be obtained from the Exchange Co-ordinator at Melbourne Business School.

Faculties/Colleges:

Language of Instruction: English

Language requirement: Preferred English requirements – 6.5 IELTS or 610 paper based or 253 computer based TOEFL

Language courses: No

Academic/Experience Requirements:
An undergraduate degree. This does not need to be in a business or commerce related discipline.

At least 2 years full-time work experience. This experience should be gained after
Full-time Workload:

The average full-time load is 4-5 subjects per term, with most students completing five subjects per term. Students should expect to spend 3 hours a week per subject in class. In addition, five or six hours a week per subject will be spent on private study or group work. This additional time commitment will vary depending on academic or professional background and the nature of the assessment in the subjects studied.

Each term has 13 weeks.

Learning Expectations:

Class sizes at MBS range from 30-60 students per class.

The school requires students to attend all lectures and classes and to sit for examinations and class tests on the dates prescribed. The assignments and examinations are set on the basis that lectures have been attended.

Students are informed within two weeks of the commencement of teaching of the components of assessment in each subject, the appropriate length of each component (e.g. time or words) and when each component is to be submitted.

Grading:

Except in a few cases, where subjects are marked on a Pass/Fail basis only, the following system of grades is used for the assessment results of assignments and written examinations:

<table>
<thead>
<tr>
<th>Marks Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>80-100%</td>
<td>H1</td>
</tr>
<tr>
<td>75-79%</td>
<td>H2A</td>
</tr>
<tr>
<td>70-74%</td>
<td>H2B</td>
</tr>
<tr>
<td>65-69%</td>
<td>H3</td>
</tr>
<tr>
<td>50-64%</td>
<td>Pass</td>
</tr>
<tr>
<td>0-49%</td>
<td>N (Fail)</td>
</tr>
</tbody>
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Exams:

There are several formal examination periods each year. Exams are scheduled during week 13 of each term. Students are normally required to attend final examinations during day time hours in these examination periods.

Term dates for the academic year 2006:

**Term 1, 2006**

Students should arrive no later than one week before the commencement of term.

Monday 6 February – Teaching in term 1 commences
Saturday 29 April – Term 1 finishes
Monday 1 May – Term 1 examinations begin until Friday 5 May
Saturday 6 May – School Holidays begin until Sunday 21 May

**Term 2, 2006**

Monday 22 May – Teaching in term 2 commences
Saturday 12 August – Term 2 finishes
Monday 14 August – Term 2 examinations begin until Friday 18 August
Saturday 19 August – School Holidays begin until Sunday 3 September

**Term 3, 2006**

Students should arrive no later than one week before the commencement of term.

Monday 11 September – Teaching in term 3 commences
Saturday 2 December – Term 3 finishes
Monday 4 December – Term 3 examinations begin until Friday 8 December.
Saturday 9 December – School Holidays begin until late January 2007

Public Holidays

Labour Day Holiday (Monday 13 March) – Normal teaching day at MBS
Good Friday (Friday 14 April) – School closed
Easter Saturday (Saturday 15 April) – School closed
Easter Monday (Monday 17 April) – School closed
ANZAC Day (Tuesday 25 April) – School closed
Melbourne Cup Day (Tuesday 7 November) – Normal teaching day at MBS

Housing/Accommodation
MBS does not have any on campus accommodation; however there are many accommodation options for students near the School. Melbourne Business School maintains a list of these options and can assist exchange students with finding a suitable place to stay. Please contact Elizabeth Pauser with any accommodation related queries.

Summer programs or short-term programs
No.

Living Expenses:
- Housing and Living Expenses: A$500 per week (approx)
- Materials: A$100 per subject (approx)
- Health Insurance: A$130* single or $260* family (mandatory)
  *this covers students for a period of 5 months

Academic Expenses:
We advise students to budget approximately $100 per subject for books.

Other Expenses:
Costs of other living expenses such as transport, entertainment, food will depend on the individual.

Health insurance:
Students are required to take out health insurance as a condition of their visa.

Cost for 5 months is A$130 for single cover or A$260 for family cover.

Visa:
All students are required to arrive on a student visa. Exchange students should apply for a Non-Award Foundation/Other visa, subclass 575, however in some circumstances they will need to apply for a subclass 573 or 574. Information on student visas can be found at the Australian Immigration Website www.immi.gov.au http://www.immi.gov.au/.

Facilities:
The study environment and facilities of the School are world-class, and conveniently located in a purpose-built campus in Carlton, just 15 minutes walk from the CBD. The School offers state-of-the-art lecture theatres, a dedicated management library, excellent IT infrastructure e.g.; computing facilities, wireless network etc., formal and informal areas for study, a coffee shop and dining room.

Student Services:
Ongoing social activities for students and families are organised by the SRC. Many clubs such as: Asean Club, Consulting Club, Debating Club, Latin American Network Group, Net Impact, Women in Management, Technology Special Interest Group are available to Exchange Students.

Orientation
It is mandatory for all exchange students to attend Orientation day. This is usually scheduled on the Friday prior to commencement of first day of term.

Internships:
While not guaranteeing positions, the School allows exchange students to compete on an equal basis for internships. However exchange students should check the requirements of their visa as many student visas do not allow them to work in Australia.

Career services
Exchange students have full access to our Career Services Department. This includes attending presentations, seminars, workshops, career counselling and recruiting activities.

Exchange Coordinator Services:
The exchange office is located within the student services department. We oversee exchange students from pre arrival through to the end of term.

Info Dissemination:
- Web - occasional
- Email – majority of information
- Mail - occasional