

Introduction

Before applying all applicants must have read and fully understood this policy document, which details the policies and procedures of the application process.

The AGSM MBA Program admissions process determines whether an applicant has the requisite skills to successfully undertake the AGSM MBA Program of the Australian School of Business at UNSW. The admissions process involves assessment of the applicant's academic qualifications and professional experience, personal details, an interview and a final decision by the Selection Committee. Applicants need to read the Program entry requirements carefully and be fully aware of all policies and deadlines that are associated with the various stages of the process.

A. Application deadlines

*A **complete** application must be submitted according to the following Admission Schedule:

AGSM MBA Program: Admissions Schedule 2012		
Round 1		
		Scholarships
Application due	1 June 2012	Applications open for AGSM MBA Program scholarships.
Offers sent out approximately	30 June 2012	Scholarship applications due 6 July 2012.
Offers accepted approximately	30 July 2012	Scholarship offers sent out by 27 July 2012.
Round 2		
		Scholarships
Application due	1 August 2012	Applications continue to be open for AGSM MBA Program scholarships.
Offers sent out approximately	30 August 2012	Scholarship applications due 7 September 2012.
Offers accepted approximately	30 September 2012	Scholarship offers sent out by 28 September 2012
Round 3		
		Scholarships
Application due	1 October 2012	All AGSM MBA Scholarships have been awarded. Any unclaimed Scholarships may be awarded to eligible applicants.
Offers sent out approximately	31 October 2012	
Offers accepted approximately	12 November 2012	
Round 4 - local (Australian) applicants only		
		Scholarships
Applications due	31 October 2012	All AGSM MBA Scholarships have been awarded. Any unclaimed Scholarships may be awarded to eligible applicants.
Offers sent out approximately	12 November 2012	
Offers accepted approximately	30 November 2012	

Applications submitted later than the 'Application Due' date for each round will be considered during the next round. Admissions may decide to place an application on 'hold' and consider it again during the next round. Students must apply directly to the AGSM MBA Program for consideration of the AGSM MBA Community Spirit, Excellence and Women in Leadership scholarships. Other scholarship applications must go through the UNSW Scholarships office. For a full list of scholarships and more information visit:

<http://www.asb.unsw.edu.au/futurestudents/postgraduate/agsmmba/Pages/mbascholarships.aspx>

*Subject to change

B. The application process

All applicants are required to complete and submit an on-line application. By submitting the on-line application an applicant is deemed to have read and understood all terms and conditions as detailed in the on-line application form and the AGSM MBA Program 2012 Admissions Policy.

It is the responsibility of the applicant to organise all relevant documentation required for their MBA application and submit this information by the application deadline.

For an application to be complete the following is required:

1. Completed on-line application form that outlines the applicant's educational and work background, contribution to University and Community Clubs or Programs, details of any scholarly achievements at a tertiary level and membership of any professional organisations.
2. An application fee of AUD\$50, payable online. Please note that the application fee is non-refundable.
3. Four personal statement essays. Each essay should meet the word length requirement.
4. A detailed CV which demonstrates and provides evidence to the Selection Committee of the applicant's business management, leadership, adaptability and influence and decision-making skills (the four key areas of competence). Evidence should be provided of successful outcomes in the workplace taking into account the above performance indicators. In addition, a brief description of each of the companies the applicant has worked for must be provided in the CV.
5. Referee Reports. Two referee reports are required. These are to be provided online in strict confidence. Access by applicants to these reports is not permitted. AGSM MBA Programs reserves the right to contact referees.
6. Original or certified copies of all degree certificates and transcripts, showing all grades and including an explanation of those grades. Photocopies without certification (notarisation) will not be accepted.
7. Academic transcripts, containing a list of all courses taken at a tertiary level, and the grades achieved. Original documentation or certified (notarised) copies of transcripts are required. Under no circumstances can these be returned to applicants. Transcripts and a conferred degree in a language other than English must be accompanied by a certified English translation. Fails in prior university study are considered carefully by the Selection Committee. Reasons for failure should be attached for the Selection Committee to review.
8. GMAT score (Minimum Verbal 25; Quantitative 35; AWA 4.0. Overall: 550.) The official score can take up to six weeks to be sent to AGSM MBA Programs. Preparation and planning is required by the applicant to ensure the scores are sent to Admissions prior to the application deadline. The total GMAT score and its individual components are considered by the Selection Committee.
9. Students must be able to conduct vigorous classroom debate in English. If there is any concern noted with the quality of your English abilities as demonstrated in your application, the Selection Committee reserves the right to request additional documentation (IELTS/ TOEFL) to support your application regardless of nationality or residency. Please refer to the [UNSW English Requirements Policy](http://www.unsw.edu.au/english-requirements-policy) for further information regarding minimum English test requirements: <http://www.unsw.edu.au/english-requirements-policy>
10. Passport identification. Local applicants must also provide proof of Australian citizenship/residency, including a certified copy of the personal details page of their Australian passport (if an Australian citizen) or certified copies of the personal details page with a certified copy of their permanent residency visa (if a permanent resident).

C. Interview and Selection

Complete applications are considered by the AGSM MBA Programs Admissions Selection Committee, which includes senior and academic members of the AGSM MBA Programs staff team. Meeting the requirements under 'eligibility to apply' does not imply that an offer will be made. The AGSM MBA Programs Selection Committee reserves the right to withhold offering a place on the AGSM MBA Program if upon assessment of an application there is not an appropriate "fit" (on key criteria) between the applicant and the current successful applicant pool.

After reviewing applications to the AGSM MBA Program, the Selection Committee may request that an applicant participates in an interview to obtain further information to assist in the selection process. The interview will most likely be a phone interview conducted by a member of the Selection Committee, which is approximately 30 minutes in length. Where possible a face-to-face interview may be arranged.

Applicants should note that the interview is a formal assessable component of the application process.

It is expected that applicants will maintain a high level of professionalism in regards to all aspects of the application process, including the four written personal statement essays, interview and conduct throughout the application process. Please note that UNSW conducts random checks on document authenticity and will immediately withdraw an application if documentation is found to be fraudulent.

D. Selection criteria

Applicants will be assessed on the following criteria:

1. Academic ability – an applicant's performance in the GMAT and undergraduate degree plus any additional postgraduate studies are considered in the overall assessment.
2. Work experience – quality and depth of work experience is assessed against the four key areas of competence (see point 4 in the section above). The CV, referee reports and personal statement essays provide evidence in this regard.
3. Leadership potential, as evidenced by referee reports and personal statement essays.
4. Community contribution in university and community clubs and programs, membership of professional organisations and evidence of scholarly achievements.
5. English language – both verbal and written skills will be assessed to ensure applicants have a satisfactory level of English for their success in the AGSM MBA Program.
6. Articulation – verbal skills, as evidenced by the referees' reports and the interview process.
7. Overall 'fit' in the program.

Admission to the AGSM MBA Program is highly competitive. An offer of a place in the AGSM MBA Program is at the ultimate discretion of the Selection Committee. The Committee reserves the right not to offer a place to an applicant who does not meet any or all of the specified criteria.

E. Application outcomes

Applicants will be notified of the outcome of their application by email.

Applicants will have four weeks to accept their position in the AGSM MBA Program by completing and submitting the Acceptance of Offer form.

If you do not accept the placement offered, your offer will expire. However, you may be able to re-enter the offer pool after a request is submitted to the Selection Committee. Approval of this request will be determined on availability of places in the program and against the calibre of current successful applicants.

An extension of the offer expiry date will only be given under "exceptional circumstances", which must be supported in writing with appropriate documentation. Any request for extension to accept an offer of a place in the program must be submitted before the offer expiry date.

Delaying acceptances may potentially affect many other applicants and their respective offers of a place in the AGSM MBA Program.

The AGSM MBA Program has a target class size of approximately 65 students per year and reserves the right to hold potential successful applicants on a waiting list if high demand does not allow all successful applicants a place in the Program during that admission cycle.

F. Deferring a place

Applicants who have been offered a place on the AGSM MBA Program and who need to defer their enrolment on the Program due to circumstances beyond their control may do so by submitting a written request to the Selection Committee. A confirmation of deferral will be sent by email, which will be followed by an official letter. An offer will be re-made early in the following admission cycle for the subsequent MBA intake.

If, after deferring your place, you choose to withdraw from the Program, UNSW reserves the right to refund your deposit minus an administrative charge. Please refer to the UNSW refunds policy.

Please note that our policy is to grant no more than one deferral.

G. Withdrawing an acceptance

If, after accepting your offer (having returned the Acceptance of Offer form and paid the deposit), you choose to withdraw, AGSM MBA Programs reserves the right to retain an administrative charge. Please refer to the UNSW refunds policy.

H. Appeal

1. An applicant who wishes to appeal must submit a formal written appeal within 5 working days of email notification of their application being unsuccessful. This submission to the Selection Committee must address the reasons for the appeal in accordance with the selection criteria and must be no longer than 500 words. Please note applicants are not to lobby individual members of the Selection Committee or other representatives of the School. Any applicant who does so will not be permitted to continue with the appeal.
2. The Selection Committee will convene to reach a decision in accordance with the policies on MBA Program admission.
3. An MBA Programs representative will notify the applicant of the decision.

The decision of the Selection Committee on appeals is final and no further correspondence will be entered into.

I. Tuition fee deposit

For international students, a deposit of AUD\$4,000 is required to secure your place on the AGSM MBA Program. This tuition fee deposit along with your signed Acceptance of Offer form is due within four weeks of the date of your letter of offer.*

Tuition fees are charged per unit of credit according to the subject classification (course identifier). Tuition fees are charged on a semester basis irrespective of when studies are commenced. Approximate tuition fees for students commencing their AGSM MBA in 2012 will be AUD\$68,160 (indicative only for 2012).

*This is the predicted amount of deposit and is subject to change.

J. Privacy notification

The University of New South Wales (UNSW) acknowledges and respects the privacy of individuals. The information you have provided in your application form is 'personal information' as defined by the Privacy and Personal Information Act, 1998 (NSW) [The Act].

The information you provide is collected and held by UNSW for administrative and statistical purposes in order to assess your application for admission to a postgraduate coursework program and to send you information about UNSW activities that may be of interest to you. You have the right of access to, and alteration of, the information concerning yourself in accordance with the Act and the UNSW Privacy Management Plan. UNSW will not disclose your personal information without your consent and without due cause, except as required by law. You have the right to refuse this consent, but if the consent is not given, your acceptance may not be processed. Express consent to disclosure is given upon returning the Acceptance of Offer form.

K. Session dates

Orientation	Week of 09 Jan 2012
Session 1 – Foundations of Management	16 Jan 2012 – 03 Feb 2012
Core Courses	06 Feb 2012 – 04 May 2012
Exam Week	07 May 2012 – 11 May 2012
Session Break	14 May 2012 – 25 May 2012
Session 2 – Core Courses	28 May 2012 – 27 July 2012
Exam Week	30 Jul 2012 – 3 Aug 2012
Integrative Experience	6 Aug 2012 – 24 Aug 2012
Session Break	27 Aug 2012 – 07 Sep 2012
Session 3 – Elective Courses/International Exchange	10 Sep 2012 – 30 Nov 2012
Exam Week	03 Dec 2012 – 07 Dec 2012
Summer Vacation	10 Dec 2012 – 04 Jan 2013
Session 4 – Elective Courses/International Exchange	14 Jan 2013 – 12 Apr 2013 (tbc)
Exam Week	15 Apr 2013 – 19 Apr 2013 (tbc)

NB: The information contained in this document is correct at the time of publication and may be subject to change at short notice

For up-to-date Session Dates please refer to:

<https://my.unsw.edu.au/student/resources/AcademicCalendar.html#AGSMMBAPrograms-AustralianSchoolofBusiness>

L. Contact Information

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