

AGSM @ UNSW Business School Incoming Exchange Guidelines 2024-2025

Studying at AGSM@UNSW Business School

Introduction

The International Exchange Program is an important component of the MBA Programs of the Australian Graduate School of Management (AGSM) at the UNSW Business School. Various procedures and processes govern and coordinate incoming exchange students prior to and during their study at the AGSM. This document aims to ensure incoming exchange students are aware of all policies relevant to their studies while at AGSM. 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 Programs and individual exchange schools overseas are governed by agreements devised by both parties. As part of our overall incoming & outgoing exchange process, AGSM Programs 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, students must go through the application and selection process employed by their home institutions. Under the agreements existing between AGSM and our exchange partner schools, the responsibility for selection of all incoming students is at the discretion of their home institutions.

Once nominated to us, we require the completion of an AGSM incoming exchange application survey for which a link will be emailed out. Please note the following:

- Applicants must have a minimum of 2 years professional or managerial work experience post completion of an undergraduate degree and you must include a copy of your CV with your application. In some cases equivalent relevant experience may also be considered.
- English language requirements –
 - Proof of previous study completed in English and/or
 - 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 (see below)

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 overall (min 6.0 in each subtest)	94 overall (min 25 in writing, 23 in reading listening 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 AGSM MBA Programs. This can be accomplished as follows:

- Consult the Exchange Coordinator at your home institution, as they will be able to provide various resources
- Visit the [AGSM Programs website](#)
- Contact the Student Experience Team at AGSM Programs via studentexperience@agsm.edu.au.

Research

Once selected to study on the AGSM MBA Exchange 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 or other 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 your nearest Australian embassy/consulate or searching the [Department of Home Affairs: Immigration and Citizenship](#) website to determine which visa is required and what steps must be taken in order to complete the visa application.

Student Visa

Obtaining Overseas Student Health Cover (OSHC) is a condition of the student visa 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.

The UNSW preferred OSHC provider is: [Medibank Private](#).

Further information about other OSHC providers is available from [Department of Health and Ageing Care](#), and you can visit [this page](#) for additional information on how to purchase your health insurance.



Tourist Visa

Please note that students on tourist visas are not eligible to purchase Overseas Student Health Cover (OSHC), so you must obtain alternate travel insurance. This link may help: <http://www.iselect.com.au/overseas-visitors-cover/>

Working Holiday Visa

For students from specific countries (a list is noted on the website) who are under the age of 30 or 35 (check your country's age limit) the [Working Holiday visa](#) may be an option. As for the tourist visa you must have travel insurance.

Key Dates

AGSM nomination, application and term dates are in the table below. It is important to check whether these dates are compatible with your home program exchange and graduation timings. Exchange students must ensure they are able to remain in Australia for the entire duration of their term of study, *including the final assessment period*. Please refer to the dates below to determine which term/s are suitable for exchange under your program requirements.

Important Dates	Term 3 2024	Term 1 2025
School nomination deadline	12 May 2024 (or as agreed)	1 September 2024 (or as agreed)
Student application due date	30 May 2024	29 September 2024
Orientation: online and in-person events	2 - 7 Sept 2024	3 - 8 Feb 2025 (TBC)
Term duration	9 Sept - 29 Dec 2024	10 Feb - 1 May 2025 (TBC)

Study Load

Exchange students are required to undertake a full-time course load whilst studying at the AGSM MBA Programs. A standard full-time load on the AGSM MBA is three courses or 18 units of credit (uoc). Each course is 6 units of credits and has 36 contact hours per term. Students must enrol in a minimum of three (18uoc) and a maximum of four (24uoc) courses.

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. AGSM 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 exchange term.



Course Offerings and Related Information

Exchange students may choose elective courses from both our Full-time and Part-time MBA programs.

Courses in the FT program are delivered face to face at the AGSM campus per the published timetable for the term.

Courses in the Part-time MBA Programs are offered in a variety of modes, both online and face to face. A full description of PT class modes is below:

Delivery Modes for Part-time courses

AGSM Intensives – there are assessments and activities throughout the whole term but the face to face component is condensed in to two weekend workshops, 9am-5pm Sat/Sun, that are compulsory to attend. Usually the workshops are scheduled for the end of weeks 5 and 10 (most common) or 4 and 9.

Social Impact Intensives as per their published schedule (this will be provided).

Fortnightly – a 3 hour evening class in the Sydney Central Business District (CBD) every two weeks (weeks 1,3,5,7,9,11 of term).

Virtual Class (VC, synchronous) – a 1 ½ hour evening zoom class every week.

WEB Online (asynchronous) – wholly online with no set class time, participation is via online discussion forums where a new unit is posted each week. Students are expected to engage meaningfully with the topic and with their colleagues, posting regularly.

Course Selection

As a rule exchange students should not select core courses, but if there is a course that has no equivalent in your home program and your school approves we can consider it.

All courses are worth six units of credit (UOC). A Course Calendar will be provided to students upon successful nomination.

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 assessments and examinations are conducted during the final two weeks of each twelve week term. **All students are required to attend scheduled assessments and examinations during this period.** If for some reason a student is not able to attend the entire term, they must seek permission from the AGSM Programs Office to apply for alternative arrangements.



Orientation

Face to face Orientation usually takes place on the Friday before term start and is a compulsory component of exchange studies in the AGSM MBA Program. Students also have the option to the online Orientation events for our Part-Time 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 survey 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 via the websites below:

<https://www.student.unsw.edu.au/international>

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

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

Student's Contact Information

Students are responsible for updating their contact details with a local phone number and address within the first two weeks of the start of term in [myUNSW](#).

Student Activities

Incoming Exchange students are encouraged and expected to participate in scheduled events and activities.

Dress code

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

Final Results

Transcripts will be available on the [My eEquals](#) platform after the release of final results.

Note: AGSM MBA Program transcripts confirm both the final mark and the grade obtained, eg: 80 Distinction.

Marketing Role

As a condition of acceptance of their Exchange positions to AGSM Programs, Incoming Exchange students are expected to promote their home institution whenever and wherever possible.

The AGSM Programs Office may also request that Incoming Exchange students give a presentation to AGSM MBA students promoting their home institutions as an outgoing Exchange destination. The AGSM 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. Bronwen Black

Email: studentexperience@agsm.edu.au

Telephone: +61 2 9931 9400

Address: AGSM Programs
AGSM Building, Rm LG31
Gate 11, Botany St UNSW
Sydney NSW 2052
Australia

[Exchange Page](#): scroll down to the drop box titled Joining AGSM on Exchange
[University of NSW \(UNSW\)](#)

