2020 TERM DATES

SUMMER TERM
11, 12, 17, & 19 January
Brand Management intensive
7-9, 14 & 15 January
DBIA intensive

TERM 1
13 January – 22 March
(Exam week: 23-27 March)

TERM 2
6 April – 14 June
(Exam week: 15-19 June)

TERM 3
29 June – 6 September
(Exam week: 7-11 September)
Term 3A
29 June – 2 August
(Exam week: 3-7 September)
Term 3B
10 August – 13 September
(Exam week: 14-18 September)

TERM 4
21 September – 29 November
(Exam week: 30 November – 4 December)

All term dates are inclusive of orientation and examinations.

INTERNATIONAL EXCHANGE INFORMATION  |  3

ELIGIBILITY AND APPLICATION PROCESS

ENTRY REQUIREMENTS
All Exchange Program participants must have completed all core MBA subjects before commencing their exchange enrolment at MBS. They should also have completed an equivalent undergraduate degree, and have a minimum of 2 years’ full time work experience. Non-MBA students must meet specific academic pre-requisites and should email program.services@mbs.edu for more information.

APPLICATION PROCESS AND DEADLINES
Students are required to complete an Exchange Registration form. This form is sent to students via email, upon formal nomination by their home institution. Students must also supply the following compulsory supporting documentation:

- Certified copy of passport (bio page)
- Current photo (JPEG format)
- Certified copy of official academic transcript
- One-page résumé
- Evidence of Overseas Student Health Cover, or payment for cover issued by the preferred OSHC provider by MBS

NOMINATIONS
Nominations need to include the following information:

- Last Name and First Name (needs to be same as passport)
- Date of Birth
- Gender
- Nationality
- Name of Home University
- Email address
- Current degree
- Exchange term dates at MBS

NOMINATIONS
Nominations need to include the following information:

- Last Name and First Name (needs to be same as passport)
- Date of Birth
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- Name of Home University
- Email address
- Current degree
- Exchange term dates at MBS
PROGRAM INFORMATION

LANGUAGE REQUIREMENT
All classes are taught and assessed in English, and require a high level of English language proficiency. We expect exchange students to possess a standard of English comprehension (written and verbal) which is comparable to that of our MBA students. Students whose first language is not English, and who have not undertaken tertiary study in English are recommended to take either IELTS or TOEFL test. While this is not mandatory for acceptance, students and exchange coordinators should give adequate consideration to these recommendations before nominating.

DEADLINES

<table>
<thead>
<tr>
<th>NOMINATIONS</th>
<th>REGISTRATION DATES</th>
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<tbody>
<tr>
<td>Term 1/Summer</td>
<td>19 October 2019</td>
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<tr>
<td>Term 2</td>
<td>3 January 2020</td>
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<tr>
<td>Term 3/Winter</td>
<td>20 March 2020</td>
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<tr>
<td>Term 4</td>
<td>19 June 2020</td>
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Please note
While we require nomination according to these dates, we may consider a late nomination provided there is sufficient time for students to obtain a visa and enrol into subjects. Nominations must be made by your home university.

MBS MBA English requirements
IELTS 7.0 (no single band lower than 6.5) or TOEFL internet based 102 + written score of 24, and no band less than 21. We do not offer language courses.

COURSE DETAILS

Course
Master of Business Administration (MBA) - elective subjects only

Credits
Each subject is worth 12.5 credit points. A full-time course load (4 subjects) equates to 50.0 credit points.

Electives
Subject offerings and timetables will be provided upon nomination by the home university. Average class size is 40 students.

Attendance
With the exception of illness and other extenuating circumstances, exchange students are required to attend all classes.

Workload
A full-time study load is 4 subjects per term. If a student has the explicit permission of their home university, we can consider a reduced study load; however please note that the student visa requires students to be undertaking full-time study within the exchange program. Please provide written advice from your home university when submitting your subject enrolment request for a reduced study load, while ensuring compliance with visa regulations.

Each subject at MBS is 30 contact hours in duration, which may be taught in a range of formats: daytime, evening, weekend, hyper-intensive (e.g. over 5 consecutive days). Scheduling of elective subjects is typically one 3-hour class per week x 10 weeks.

Terms are generally 10 weeks in duration, followed by an examination week. With the exception of Term 2 and 3, exchange students will generally be attending classes with Part-time MBA students, who work full-time. Exchange students must be flexible to attend MBS syndicate group meetings, nearly always held on evenings and weekends.

Examinations
Exams are held in the week following the last week of teaching each term and attendance at scheduled exams is compulsory. Students should ensure that they arrange their travel accordingly. Failure to attend an exam will result in a fail for the entire subject: for all subjects, the final exam (or equivalent piece of assessment) is a hurdle requirement, therefore students must pass their exam in order to pass the subject.

Release of Results
Transcripts are automatically ordered and posted to the home institution 10–12 weeks after exams, official transcripts are issued by the University of Melbourne.

Grading
Grades are a percentage mark of 1 to 100. 50 being the minimum mark required to pass.

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<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Mark</th>
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<tbody>
<tr>
<td>H1</td>
<td>First Class Honours</td>
<td>80 - 100</td>
</tr>
<tr>
<td>H2A</td>
<td>Second Class Honours</td>
<td>75 - 79</td>
</tr>
<tr>
<td>H2B</td>
<td>Second Class Honours</td>
<td>70 - 74</td>
</tr>
<tr>
<td>H3</td>
<td>Third Class Honours</td>
<td>65 - 69</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>50 - 64</td>
</tr>
<tr>
<td>N</td>
<td>Fail</td>
<td>0 - 49</td>
</tr>
<tr>
<td>CMP</td>
<td>Completed (marked on a pass/fail)</td>
<td>CMP</td>
</tr>
<tr>
<td>WD</td>
<td>Withdrawal approved by Faculty for good cause</td>
<td>WD</td>
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</tbody>
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Doing Business in Australia (DBIA)

This subject provides an introduction to the Australian economy and doing business here including our history, culture, and legal framework. Lectures, guest presentations, experiential exercises and site visits touching upon a range of sectors highlight key differences in business approaches and foci between Australia and other countries. Australian industries featured in-depth include agribusiness, sport management and tourism.

This subject will be relevant to anyone contemplating doing business in or with Australia in the future and to those who have a general interest in international business.

Expectations

Students are expected to have completed coursework in the functional areas covered in their MBA program’s core curriculum (e.g. marketing, finance, operations, strategy) and to draw upon their professional and personal background outside of Australia contributing to classroom discussion.

Program Dates

Tuesday 7 – Thursday 9 January
Tuesday 14 and Wednesday 15 January
(Orientation 7 January, in class)

Partner schools who are interested in sending a group of 25 or more students for a DBIA exchange at MBS throughout 2020, should contact programservices@mbs.edu to discuss their options in detail.

Short Exchange

Apart from term exchange option at MBS, students are also welcome to do a short exchange at one of the following times:

- Summer term – 1 or 2 week intensives
- Winter term – 1 week intensive
- Term 3A or Term 3B – where students study between 2 to 3 subjects intensively in 5-6 week blocks

To discuss a short exchange email programservices@mbs.edu
LIFE AT MBS

Facilities & Location
The School is located within a 10-minute walk to the CBD and sits directly opposite a lush green park where students can be found relaxing in the shade or participating in various activities.

Inside the School you will find a range of well-equipped spaces, including state-of-the-art lecture theatres and syndicate rooms, designed specifically to maximise effective learning and communication. MBS students also receive free access to a gym and have their own dedicated lounge equipped with football and table tennis tables, as well as complimentary tea, coffee and chilled water.

Clubs & Student Representative Council (SRC)
Ongoing social activities for students are organised by the School as well as students. SRC and club-led events include social and cultural events, sporting activities, end of term celebrations and presentations from industry professionals.

Exchange Buddy Program
Students who attend an exchange at MBS for a period of 3 months or more, will be allocated a current MBS student as an Exchange Buddy, to help them settle into MBS and Melbourne life.

Program Services
The Program Services team are dedicated to looking after students during their study with MBS. They can assist you with all enrolment, timetabling, exam, assignment and result enquiries. They are your first point of contact for any queries you might have.

Career Services
Exchange students are welcome to attend workshops conducted by the Career Management Centre and will also have access to online career development tools.

GENERAL INFORMATION

ORIENTATION
Attendance at orientation is mandatory. Orientation is also your opportunity to meet fellow exchange students and ask questions prior to commencing study.

LIVING EXPENSES
MBS is a small campus, just outside the Melbourne central business district (approximately 20 minutes from the Tullamarine Airport). We do not offer on-campus accommodation for term stay students, and tips on obtaining housing are available in the application process. Rent AUD $350 - $400 per week (single occupancy) shared accommodation may cost less.

Groceries and eating out AUD $80 – $280 per week
Gas, electricity AUD $35 - $140 per week
Phone and Internet AUD $20 – $55 per week
Public transport AUD $15 – $55 per week
Entertainment AUD $80 – $150 per week

ACADEMIC EXPENSES
We advise students to budget approximately AUD$100 per subject for books.

HEALTH INSURANCE & VISA
The Department of Home Affairs requires exchange students to have Overseas Student Health Cover (OSHC) in place for the duration of their visa. Further information will be provided in the application process.
CONNECT WITH US
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CONTACT INFORMATION
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