

# International Exchange Information

2021 Factsheet



## 2021 TERM DATES

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### SUMMER

Brand Management (Intensive)

18, 19, 20, 21 & 22 January

### TERM 1

18 January – 28 March

(Exam week: 29 March - 1 April)

### TERM 2

12 April – 20 June

(Exam week: 21 - 25 June)

### TERM 3

5 July – 10 September

(Exam week: 13- 17 September)

### TERM 4

27 September – 5 December

(Exam week: 6 December – 10 December)

All term dates are inclusive of orientation and examinations.



## ELIGIBILITY AND APPLICATION PROCESS

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### 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 [programservices@mbs.edu](mailto:programservices@mbs.edu) for more information.

### APPLICATION PROCESS AND DEADLINES

Students are required to complete an online Exchange Registration form. The link to 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 resumé
- Evidence of Overseas Student Health Cover

### 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



# 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.

### 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.

## DEADLINES

	NOMINATIONS	REGISTRATION DATES
Term 1 / Summer	19 October 2020	23 November 2020
Term 2	8 January 2021	12 February 2021
Term 3	22 March 2021	19 April 2021
Term 4	21 June 2021	19 July 2021

### 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.

## 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. 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

Soft copies of academic transcripts will be made available through a secure online service called My eEquals. Students who have completed studying at MBS will have access to My eEquals and their official academic transcript online via a link sent to their University of Melbourne email account. Students can then share an encrypted link via the secure platform for their home institution to gain access.

### Grading

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

Grade	Description	Mark
H1	First Class Honours	80 - 100
H2A	Second Class Honours Division A	75 - 79
H2B	Second Class Honours Division B	70 - 74
H3	Third Class Honours	65 - 69
P	Pass	50 - 64
N	Fail	0 - 49
CMP	Completed (marked on a pass/fail)	CMP
WD	Withdrawal approved by Faculty for good cause	WD

## LIFE AT MBS

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### 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 foosball 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.

### 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.



## INFORMATION

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### 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 students, and tips on obtaining housing are available during the application process. Rent is approx. AUD \$350 – \$600 per week (single occupancy) shared accommodation may cost less.

Groceries and eating out: AUD \$120 – \$300 per week

Gas, electricity: AUD \$50 – \$140 per week

Phone and Internet: AUD \$30 – \$70 per week

Public transport: AUD \$30 – \$70 per week

Entertainment: AUD \$80 – \$200 per week

### ACADEMIC EXPENSES

We advise students to budget approximately AUD\$120 per subject for books.

### HEALTH INSURANCE & VISAS

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.

### ONLINE EXCHANGE

Online subjects may be offered to exchange students who are unable to attend MBS in person due to COVID-19 border closures and travel bans/restrictions. Students thinking of applying for this option need to be aware of the time difference between Australia (Melbourne) and their place of study. Online exchange students will still be expected to attend class, participate in MBS syndicate group meetings, (nearly always held on evenings and weekends) as well as attend any exams as scheduled.



## CONNECT WITH US



@MelbBSchool



/MelbourneBusinessSchool



melbourne-business-school



/MBScarlon



@MelbourneBSchool

## CONTACT INFORMATION

Email: [programservices@mbs.edu](mailto:programservices@mbs.edu)

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