

Melbourne Business School

International Exchange Program

2016 Fact Sheet

Contact	Exchange Program Team: Wendy Holland - Program Co-ordinator Yasmin Rupesinghe – MBA Program Manager Joanne Vella – MBA Program Director
Telephone	Tel – (613) 9349 8203 or 9349 8400
Email	ExchangeProgram@mbs.edu
School address	200 Leicester Street Carlton Victoria, 3053 Australia 
Website	www.mbs.edu
MBA term dates	<p>Term 1, 2016: January 18 to April 1 (Orientation Jan 15) <i>(Pre-term intensive Jan 4 to 8, Orientation Jan 3)</i> <i>(DBiA intensive Jan 11 to 22, Orientation Jan 11 in class)</i></p> <p>Term 2, 2016: April 11 to June 24 (Orientation Apr 8) <i>(Pre-term intensive April 10 – 18, Orientation Apr 8)</i></p> <p>Term 3, 2016: July 4 to September 25 (Orientation Jul 1) <i>(Pre-term intensive Jun 27 to Jul 1, Orientation Jun 24)</i></p> <p>Term 4, 2016: October 3 to December 16 (Orientation Sep 30) <i>(Pre-term intensive Oct 2, Orientation Sep 30)</i></p> <p>All term dates are inclusive of examinations.</p>
Applications	
Deadlines	<p><u>Nominations</u> Term 1, 2016: October 12, 2015 Term 2, 2016: January 18, 2016 Term 3, 2016: April 4, 2016 Term 4, 2016: July 11, 2016</p> <p>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.</p> <p><u>Subject Enrolment</u></p>

	<p>Term 1, 2016: 20th November Term 2, 2016: 5th February Term 3, 2016: 29th April Term 4, 2016: 5th August</p>
Required Documents	<p>Students are required to complete an Exchange Registration form. This form is sent to students via email, upon formal nomination by their home institution. Student must also supply the compulsory supporting documentation:</p> <ul style="list-style-type: none"> • Certified copy of passport (bio page) • Current photo (JPEG format) • Certified copy of transcript • One-page résumé • Evidence of Overseas Student Health Cover, or payment for cover issued by Medibank Private <p>Where certified documents have been requested, a scanned copy will be accepted with the Registration, provided the original certified copy is subsequently posted or the student presents the original at MBS prior to the commencement of classes.</p> <p>An unofficial statement of results is acceptable (from a faculty office, or downloaded from an online student account), if an official transcript from the Academic Registrar is not available.</p>

Exchange Program	
Language of Instruction	English
Language requirement	<p>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.</p> <p>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.</p> <p>MBS MBA English requirements: IELTS 7.0 (no single band lower than 6.0), or TOEFL internet based 102 + written score of 24, and no band less than 21, or TOEFL paper based 610 + TWE 5.0, or TOEFL computer based 253 + 5.0 essay rating</p>
Courses	Master of Business Administration – elective subjects only (no core)
Language courses	Not offered
Academic/experience 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. We expect that co-ordinators will select appropriate students to nominate.

Workload	<p>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 (email is sufficient), while ensuring compliance with visa regulations.</p> <p>All subjects are 30 contact hours in duration, which may be taught in a range of formats: daytime, evening, weekend, hyper-intensive (eg. over 5 consecutive days).</p> <p>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.</p>																											
Credits	<p>A full subject is worth 12.5 credit points. A full-time course load (i.e. 4 subjects) equates to 50.0 credit points.</p>																											
Electives	<p>A full listing of available subjects will be provided in the MBA Course & Subject Guide.</p> <p>Subject offerings and timetables will be provided upon nomination by the home university.</p> <p>Average class size is 40 students.</p>																											
Grading	<p>Grades are a percentage mark of 1 to 100; 50 being the minimum mark required to pass.</p> <table border="1" data-bbox="560 1200 1377 1532"> <thead> <tr> <th>Grade</th> <th>Description</th> <th>Mark</th> </tr> </thead> <tbody> <tr> <td>H1</td> <td>First Class Honours</td> <td>80-100</td> </tr> <tr> <td>H2A</td> <td>Second Class Honours Division A</td> <td>75-79</td> </tr> <tr> <td>H2B</td> <td>Second Class Honours Division B</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 basis only)</td> <td>CMP</td> </tr> <tr> <td>WD</td> <td>Withdrawal approved by Faculty for good cause</td> <td>WD</td> </tr> </tbody> </table>	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 basis only)	CMP	WD	Withdrawal approved by Faculty for good cause	WD
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 basis only)	CMP																										
WD	Withdrawal approved by Faculty for good cause	WD																										
Release of Results	<p>Transcripts are automatically ordered by the Program Services office and posted to the home institution following the release of results, once they are issued by the University of Melbourne.</p>																											
Examinations	<p>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.</p>																											
Affiliated faculties/colleges	<p>Credit is only granted for subjects undertaken at Melbourne Business School.</p>																											

Summer programs or short-term programs	
Doing Business in Australia (DBiA) 2016	
DBiA program dates	<p>Monday 11th January – Friday 22nd January 2016 (Orientation January 11 in class)</p> <p>Partner schools who are interested in sending a group of 25 or more students for a DBiA short exchange at MBS throughout 2016, should contact the Exchange Coordinator to discuss the options in detail.</p>
DBiA program overview	<p>This subject provides an overview of doing business in Australia, including an introduction to the Australian economy, 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 specifically in or with Australia in the future and to those who have a general interest in international business.</p> <p>Students are expected to have completed coursework in the functional areas covered in their MBA program's core curriculum (eg. marketing, finance, operations, strategy) and to draw upon their professional and personal background outside of Australia in contributing to classroom discussion. Attire is casual for in-class sessions, smart casual for the corporate site visit and summer comfortable for the MCG stadium site visit and optional excursions.</p>
Short exchanges	
<p>Students who would like to visit MBS on a short exchange (eg half a term – 5-6 weeks) are welcome to do so. This is normally only possible during Term 3, where subjects are taught intensively in 5-week blocks.</p> <p>Short exchanges could comprise up to three subjects, such as a week-long hyper-intensive, plus two 5-week subjects taught in daytime or evening modes.</p> <p>Please contact the Program Services office team to discuss a short exchange in detail by email to: exchangeprogram@mbs.edu</p>	
General information	
Living Expenses	<p>MBS is a small campus, just outside the Melbourne central business district. (Approximately 20 minutes from Tullamarine Airport.) We do not offer on-campus accommodation for term stay students, as they are required to arrange their own accommodation. Tips on obtaining housing are available in the application process. Accommodation rates are around A\$350-450 per week for a single occupancy rental. Shared accommodation may cost less. Living expenses (public transport, food, entertainment) are approximately A\$150 to \$200 per week, in addition to utilities. We estimate total living expenses to be approximately A\$600 per week, depending upon needs and lifestyle.</p>
Academic Expenses	<p>We advise students to budget approximately A\$100 per subject for books.</p>

<p>Health insurance & Visa</p>	<p>The Department of Immigration (DIBP) requires applicants for a student visa to have Overseas Student Health Cover (OSHC) in place for the duration of their visa. Most students from Belgium, Sweden and Norway are exempted. OSHC covers the cost for out-of-hospital and some hospital medical treatment, pharmaceuticals and emergency ambulance services. MBS' recommended OSHC provider is Medibank and upon application you will be given details about registering with our provider, or providing evidence of your own OSHC.</p> <p>Please refer to the following website for visa information:- http://www.border.gov.au/</p> <p>Students attending MBS for only 1-3 weeks (eg. DBiA), may enter Australia on a tourist visa.</p>
<p>Orientation</p>	<p>Orientation is mandatory. Please refer to the first page for Orientation dates applicable to you. You will receive an Orientation Pack including a USB information stick, with a copy of all forms, policies, timetables and calendars, plus your student ID card and other items you will need for your term with MBS. This also gives you a chance to meet your fellow exchange participants and gives you an opportunity to ask any questions or troubleshoot any IT problems prior to commencing study with us.</p>
<p>Program Services Office</p>	<p>All exchange queries can be directed to our Program Services Office. Our team can assist with all enrolment, timetabling, exams, assignment submission and result enquiries. This is your first point of contact if you experience problems with log-in access to course materials or wireless/printing services, or any other queries.</p>
<p>Communication Channels</p>	<p>Primarily via email. Exchange students will receive a student email account, and should consult with Program Services to confirm this is forwarded to your home university address, to ensure no important information is missed.</p>
<p>Facilities & Location</p>	<p>The study environment and facilities of the School are world-class, and conveniently located in a purpose-built campus in Carlton, just a 15 minute walk from the CBD. University Square is a lush green park directly opposite the campus, where MBS students can be found relaxing in the shade, or playing a friendly game of soccer or cricket.</p>  <p>The School offers state-of-the-art lecture theatres, a dedicated management library and IT infrastructure (computing facilities, wireless network, etc.), formal and</p>

informal areas for study such as the library, student syndicate rooms, the MBS café and a leafy central courtyard including barbecue facilities.



MBS exchange students have free access to the University of Melbourne Lincoln Square fitness centre. Students may use shower facilities on the MBS Carlton Campus (check with the MBS Main Reception for more information on the location and access).

The Student Lounge provides tea, coffee and chilled water, as well as foosball and table tennis tables for students to catch up and relax.

Clubs and the Student Representative Council

Ongoing social activities for students and families are organised by the Student Representative Council (SRC); such as MBS community events, end of term parties, club introductions and speaker events.

Student clubs include: Women and Management, Asia Business, Food and Wine, Consulting and Finance, plus more. Exchange students are welcome join MBS clubs.

Careers Services

Careers Services are available to exchange students, including the following services:

- Workshops conducted by the Career Management Centre
- Access to the online career development tools