## Melbourne Business School
The University of Melbourne

### 2015 Fact Sheet

| Contact          | Exchange Program Team  
| ---              | Wendy Holland  
|                 | Swatee Bhowon  
|                 | (we are located in Program Services Office)  
|                 | MBA Program Director  
|                 | Joanne Vella  
| **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](http://www.mbs.edu)  
| **Academic Calendar** | Term 1, 2015: January 05 to March 29 (Orientation Jan-09)  
|                 | Term 2, 2015: April 06 to June 21 (Orientation tba)  
|                 | Term 3, 2015 June 29 to September 27 (Orientation tba)  
|                 | Term 4, 2015: September 21 to December 13 (Orientation Sep-25)  
| **Applications** | All term dates are inclusive of exam week.  
| **Deadlines**   | **Nominations from school co-ordinators**  
|                 | Term 1, 2015: October 20 (2014)  
|                 | Term 2, 2015: January 11  
|                 | Term 3, 2015: March 30  
|                 | Term 4, 2015: July 06  
|                 | While we have set the above deadlines, we are able to consider a late nomination, provided there is sufficient time for students to obtain a visa. **Nominations should come via your home university.**  
| **Subject Enrolment** | Term 1, 2015: December 05 (2014)  
|                 | Term 2: 2015 February 28  
|                 | Term 3: 2015 May 22  
|                 | Term 4, 2015: August 28  
| **Required Documents** | Students are required to complete an Exchange Application form. This form is sent to students via email by the scheduled deadline date for nominations.  
|                 | Student will be requested to supply compulsory supporting documentation:  
|                 | – **Certified copy of passport**  
|                 | – **Current photo (JPEG format)**
Exchange Program

Language of Instruction

English

Language requirement

All classes are taught and assessed in English, and require a high level of English proficiency. We would expect exchange students to possess a level of English comprehension (written and verbal) which meets a similar standard to our full-time MBA students.

Students whose first language is not English, and who have not undertaken tertiary study in English are recommended on taking 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 FT 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

Courses

Master of Business Administration – elective subjects only (no core)

Language courses

Not offered

Academic/Experience Requirements

Students should have completed an equivalent undergraduate degree and have a minimum of 2 years full time work experience. All students must have completed their core MBA subjects before their exchange commences. We assume co-ordinators will select appropriate students to attend.

Workload

A full-time load is 4 subjects per term. If a student has the permission of their home university, we are happy to allow a lighter course load. Please supply written confirmation from your home university when submitting your subject enrolment (email is sufficient).

All subjects are 30 contact hours in duration, which may be taught in a variety of formats: daytime, evening, weekend, hyper-intensive (taught in a short period, such as 5 consecutive days). A limited number of units (half-subjects) are offered once a year (usually in Term 1).

Scheduling of elective subjects is typically one 3-hour class per week x 10 weeks

Terms are 10-11 weeks in length (with an Exam Week to follow).

Credits

A full subject is worth 12.5 credit points; a unit is worth 6.25 credit points.

A full-time course load (ie. 4 subjects) should equate to 50.0 credit points.

Learning Expectations & Assessment

Each subject varies in what the final mark is comprised of and what is expected in and out of class however, a typical subject would consist of:
- an individual assignment
- a syndicate assignment
- a mid-term test
- class participation
- final exam

Students are expected to attend all classes and will lose marks from the class participation portion of assessment, if absent from class without making a request for Special Consideration. Scheduled assessment tasks will not normally be rescheduled for absent students unless Special Consideration has been applied for and approved.
Electives
A full listing of subjects will be provided in the Course & Subject Guide. Subject offerings/timetable will be provided upon nomination by the home university. Average class size is 40 students.

Grading
Grading system is a percentage mark of 1 to 100; 50 being the minimum result required for a pass.

<table>
<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></td>
</tr>
<tr>
<td>WD</td>
<td>Withdrawal approved by Faculty for good cause</td>
<td></td>
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Release of Results
Transcripts are automatically ordered by the Program Services Office and sent to the home institution following the Board of Examiners meeting at the end of the term exam period. A second copy of the transcript is also provided for the student upon request.

Exams
Exams are held in the week following the last week of teaching each term. All exams are written. Students should not make plans to travel home before the end of exam week; this can result in problems where rescheduling is not possible. 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 and students must meet this requirement in order to pass the subject.

Affiliated faculties/colleges
Credit is only granted for subjects undertaken at Melbourne Business School.

Summer programs or short-term programs
Doing Business in Australia (DBiA) - 2016
DBiA program overview
This course gives an overview of doing business in Australia, including an introduction to the Australian economy, history and culture. Lectures, case studies, field trips and projects cover a wide range of functional areas that draw out some differences between business in the Oceania region, in comparison to in other parts of the world. Australian industries highlighted during the course include wine and agriculture, tourism and sports management. Enquiries for DBiA 2016 may be directed to Dr Pete Manasantivongs, DBiA Program Director and Director of Global Engagement, at p.manasantivongs@mbs.edu

Short exchanges
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. Short exchanges could comprise of up to 3 subjects, such as a weeklong hyper-intensive, plus two five week subjects taught in daytime or evening modes. Please contact the Program Services Office team to discuss a short exchange in detail at exchangprogram@mbs.edu

General information
Living Expenses
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 students as they are required to arrange their own accommodation. Tips on obtaining housing are available in the application process. Accommodation expenses can be expected to be around A $250-350 for a single occupancy rental. Shared accommodation may yield a lower cost. 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$500 per week, depending upon needs and lifestyle.
<table>
<thead>
<tr>
<th>Academic Expenses</th>
<th>We advise students to budget approximately A$100 per subject for books.</th>
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<tbody>
<tr>
<td>Health insurance</td>
<td>Students are required to take out overseas health cover (OSHC) as a condition of their visa and cannot obtain their Confirmation of Enrolment certificate which is required for student visa without OSHC. Cost for 3 months is approximately A$120 for single cover (subject to change – please check at the time of application of student visa). More detail will be found on application form.</td>
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<td>Visas</td>
<td>All students are required to enter Australia on a student visa. Students should apply for a Non-award Foundation/Other (subclass 575) visa. Visa details can be found at the Department of Immigration and Citizenship website: <a href="http://www.immi.gov.au">www.immi.gov.au</a>. Short exchanges may be permitted under a tourist visa; please contact the Program Services Office to discuss this in further detail.</td>
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<tr>
<td>Orientation</td>
<td>Orientation is held in the week prior to the commencement of term (please refer to dates on academic calendar section of this sheet); all exchange students are required to attend. 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.</td>
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<tr>
<td>Program Services Office</td>
<td>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 queries at all.</td>
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<td>Communication Channels</td>
<td>Primarily via email. Exchange students will receive a student email account, and should consult with the Program Services Office to ensure this is forwarded to their home university address to ensure no important information is missed.</td>
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<td>Clubs and the Student Representative Council</td>
<td>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, Consulting, Finance, Entrepreneurship, Sports and more. Clubs are open to exchange students. <a href="http://mbssrc.com.au/">http://mbssrc.com.au/</a></td>
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| Career Services   | Career Services are available to exchange students, including the following services:  
- Workshops run by Careers department  
- Attending company presentations open to all students  
- Access to the online career development tools |
| Facilities & Location | 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. |
The School offers state-of-the-art lecture theatres, a dedicated management library and IT infrastructure (computing facilities, wireless network, etc.), formal and 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 Program Services Office for more information on the location and access).

The Student Lounge provides tea, coffee and chilled water, as well as foosball and table tennis for students to catch up. You may prefer a quiet relaxation zone with beanbags and sofas for students adjacent to the Program Services Office.