



# AGSM@UNSW Business School Admissions Policy 2025

## Introduction

Before applying all applicants must have read and fully understand this policy document, which details the policies and procedures of the application process.

The AGSM MBA Program admissions process determines whether an applicant has the requisite skills to successfully undertake the AGSM MBA Program of the UNSW Business School. The admissions process involves assessment of the applicant's academic qualifications and professional experience, personal details, an interview, and a final decision by the Selection Committee. Applicants need to read the Program entry requirements carefully and be fully aware of all policies and deadlines that are associated with the various stages of the process.

## A. Dates Application deal

\*A complete application must be submitted according to the following Admission Schedule; applicants are strongly encouraged to apply by round 4:

AGSM MBA Program: Admissions Schedule 2024			
Rounds	May 2025 intake Application Deadline	Offer sent out	Offer acceptance deadline
1	1-Aug	30-Aug	30

For an application to be complete the following is required:

1. Completed online application form that outlines the applicant's educational and work background, details of any scholarly achievements at a tertiary level and membership of any professional organisations.
2. An application fee of AUD\$150, payable online for any international applicant. Please note that the application fee is non-refundable.
3. A detailed CV which provides us with information on the following:

Full, legally recognised name

Portrait photo

Educational qualifications (degree, name of institution, city, dates)

Employment history, for each position include:

Length of employment - month/year for start and finish, position title and department, location, city, country, organisation details (i.e., products, size, annual turnover, number of staff, a detailed description of your role,

How long, how well and in what capacity have you known the applicant?

What do you consider to be their management strengths?

What do you consider to be their areas of improvement?

How would you describe the applicant's creativity and problem solving ability?

Please make any comments you feel would be useful to AGSM MBA Programs in considering this application.

Referee details: Name, Title, Organisation, Work phone, Email, Address



## F. Selection criteria

Applicants will be assessed on the following criteria:

1. Academic ability – an applicant's performance in the GMAT/GRE and/or undergraduate degree plus any additional postgraduate studies are considered in the overall assessment.
2. Work experience – quality and depth of work experience is assessed against the four key areas of competence (see point 4 in the section above). The CV and referee reports provide evidence in this regard.
3. Leadership potential, as evidenced by referee reports and video interview.
4. Community contribution in university and community clubs and programs, membership of professional organisations and evidence of scholarly achievements.
5. English language – both verbal and written skills will be assessed to ensure applicants have a satisfactory level of English for their success in the AGSM MBA Program.
6. Articulation – verbal skills, as evidenced by the referees' reports and the interview process.
7. Overall 'fit' in the program.

Admission to the AGSM MBA Program is highly competitive. An offer of a place in the AGSM MBA Program is at the ultimate discretion of the Selection Committee. The Committee reserves the right not to offer a place to an applicant who does not meet any or all the specified criteria.

## G. Application outcomes

Applicants will be notified of the outcome of their application by email.

Applicants will have four weeks to accept their position in the AGSM MBA Program by completing and submitting the Acceptance online.

If you do not accept the placement offered, your offer will expire. However, you may be able to re-enter the offer pool after a request is submitted to the Selection Committee. Approval of this request will be determined on availability of places in the program and against the calibre of current successful applicants.

An extension of the offer expiry date will only be given under "exceptional circumstances", which must be supported in writing with appropriate documentation. Any request for extension to accept an offer of a place in the program must be submitted before the offer expiry date.

Delaying acceptances may potentially affect many other applicants and their respective offers of a place in the AGSM MBA Program.

The AGSM MBA Program has a target class size of approximately 50-60 students per year and reserves the right to hold potential successful applicants on a waiting list if high demand does not allow all successful applicants a place in the Program during that admission cycle.

## H. Deferring a place

Applicants who have been offered a place on the AGSM MBA Program and who need to defer their enrolment will need to receive approval from the MBA Director. A confirmation of deferral will be sent by email, which will be followed by an official letter. An offer will be re-made early in the following admission cycle for the subsequent MBA intake.

If, after deferring your place, you choose to withdraw from the Program, UNSW reserves the right to refund your deposit minus an administrative charge. Please refer to the UNSW refunds policy.

Please note that our policy is to grant no more than one deferral.

## I. Withdrawing an offer

If, after accepting your offer you choose to withdraw, AGSM MBA Programs reserves the right to retain an administrative charge. Please refer to the UNSW refunds policy.

## **J. Appeals**

1. An applicant who wishes to appeal must submit a formal written appeal within 5 working days of email notification of their application being unsuccessful. This submission to the Selection Committee must address the reasons for the appeal in accordance with the selection criteria and must be no longer than 500 words. Please note applicants are not to lobby individual members of the Selection Committee or other representatives of the School. Any applicant who does so will not be permitted to continue with the appeal.
2. The Selection Committee will convene to reach a decision in accordance with the policies on MBA Program admission.
3. An MBA Programs representative will notify the applicant of the decision.

The decision of the Selection Committee on appeals is final and no further correspondence will be entered.

## **K. Tuition fee deposit**

For international students, a deposit of AUD\$14,000 is required to secure your place on the AGSM MBA Program. This tuition fee deposit along with your signed Acceptance of Offer form is due within four weeks of the date of your letter of offer. \*

Tuition fees are charged per unit of credit according to the subject classification (course identifier). Tuition fees are charged on a semester basis irrespective of when studies are commenced. Approximate tuition fees for students commencing their AGSM MBA in 2024 will be AUD\$81,720 (indicative only for 2024).

\*This is the predicted amount of deposit and is subject to change.

## **L. Privacy and Confidentiality**

UNSW Sydney acknowledges and respects the privacy of individuals. The information you have provided in your application form is 'personal information' as defined by the Privacy and Personal Information Act, 1998 (NSW) [The Act].

The information you provide is collected and held by UNSW for administrative and statistical purposes to assess your application for admission to a postgraduate coursework program and to send you information about UNSW activities that may be of interest to you. You have the right of access to, and alteration of, the information concerning yourself in accordance with the Act and the UNSW Privacy Management Plan. UNSW will not disclose your personal information