

**Exchange Fact Sheet (tentative) - Melbourne Business School,
The University of Melbourne**
Last updated 12 July 2012

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School address:	200 Leicester Street, Carlton, Victoria, 3053, Australia
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Deadlines:	While there is no specific deadline we suggest nominations by exchange co-ordinators be in no later than 3 months prior to the term commencing (which allows enough time for students to obtain a visa). Subject selection deadline varies however it is usually one month prior to the start of term.
Required Documents:	Students are required to complete an online exchange application which includes payment details for compulsory health insurance. Student must also supply supporting documentation: A one page resume Certified copy of transcript Original certified copy of passport Original certified copy of proof of citizenship Current photo These forms are sent to students upon formal nomination by their home institution.
Study program:	Areas of concentration are: Finance & Accounting, International Business Management, Strategy, Competition & Governance, Public Sector Management, Organisations, Human Resources & Managerial Development, Marketing, Technology & Operations Management, Entrepreneurship & Innovation.
Courses:	A List of all courses can be found on our web site. www.mbs.edu
Faculties/Colleges:	Credit is only granted for subjects undertaken at Melbourne Business School.
Language of Instruction:	English
Language requirement:	Preferred English requirements – 7.0 IELTS or 610 paper based or 253 computer based TOEFL
Language courses:	No
Academic/Experience Requirements:	Students should have completed an equivalent undergraduate degree and have a minimum of 2 years full time work experience. We assume co-ordinators will select appropriate students to attend.
Full-time Workload:	Full time load is 5 electives per term. All electives are 30 contact hours. Term is 10 weeks (this includes the exam week).

	<p>Electives are offered in the following formats:</p> <p>Daytime: 6 hours on one day per week, over five weeks (e.g., five consecutive Mondays)</p> <p>Evening: 3 hours on one evening per week, over ten weeks (e.g., ten consecutive Tuesday evenings)</p> <p>Weeklong intensive: 6 hours on each of Monday through Friday in a given week</p> <p>Saturday: 6 hours on each of five consecutive Saturdays</p> <p>Weekend mode: two weekends (Friday night, Saturday, Sunday) during the term.</p>
Learning Expectations:	Each subject varies in what the final mark is made up of or what is expected in and out of class however a typical subject would consist of; an individual assignment, syndicate assignment, mid-term test, class participation and a final exam.
Grading:	Grading system is a percentage mark of 1 to 100, 50 being a pass. Transcripts are automatically ordered by the exchange coordinator and sent to the home institution by the exchange co-ordinator. A transcript is also automatically sent to the exchange student. Permission from the student is obtained before ordering.
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 this week to avoid problems when rescheduling is not possible.

Term dates for the academic year 2013:

Calendar	4 terms per year
<u>Term 1 2013:</u>	
10 week term dates:	Monday 21 st January to Sunday 7 th April 2013 This includes exam week
Orientation:	Students should arrive no later than one week before the commencement of term. Arrival should be: Week of Monday 14 th January 2013 Orientation – Friday 18th January 2013
<u>Term 2 2013:</u>	
Term 2 A: 5 weeks	Monday 15 April to Friday 19 th May 2013 This includes exam week
Term 2 B: 5 weeks	Monday 20 th May to Friday 28 th June 2013 This includes exam week
Term 2 C: 10 weeks	Monday 15 th April to Friday 28 th June 2013 This includes exam week
Orientation T 2 Terms A and C	Students should arrive no later than one week before the commencement of term. Arrival should be:

	<p>Week of Monday 8th April 2013</p> <p>Orientation – Friday 12th April 2013</p>
Orientation for T 2 Term B	<p>Students should arrive no later than one week before the commencement of term. Arrival should be:</p> <p>Week of Monday 13th May 2013</p> <p>Orientation – Friday 17th May 2013</p>
Week long intensives commencing: (Dates to be confirmed)	<p>8th April 2013 1st July 2013</p>
<u>Term 3 2013:</u>	
Term 3 A: 5 weeks	<p>Monday 8 July to Friday 11th August 2013</p> <p>This includes exam week</p>
Term 3 B: 5 weeks	<p>Monday 12th August to Friday 20th September 2013</p> <p>This includes exam week</p>
Term 3 C: 10 weeks	<p>Monday 8th July to Friday 20th September 2013</p> <p>This includes exam week</p>
Orientation T 3 Terms A and C	<p>Students should arrive no later than one week before the commencement of term. Arrival should be:</p> <p>Week of Monday 1st July 2013</p> <p>Orientation – Friday 5th July 2013</p>
Orientation for T 3 Term B	<p>Students should arrive no later than one week before the commencement of term. Arrival should be:</p> <p>Week of Monday 5th August 2013</p> <p>Orientation – Friday 9th August 2013</p>
Week long intensives commencing: (Dates to be confirmed)	<p>5th August 2013 16th September 2013 23rd September 2013</p>
<u>Term 4 2013:</u>	
Term 4 A: 5 weeks	<p>Monday 30 September to 3rd November 2013</p> <p>This includes exam week</p>
Term 4 B: 5 weeks	<p>Monday 4 November to 14 December 2013</p> <p>This includes exam week</p>
Term 4 C: 10 weeks	<p>Monday 30th September to Friday 14th December 2013</p> <p>This includes exam week</p>
Orientation T 4 Terms A and C	<p>Students should arrive no later than one week before the commencement of term. Arrival should be:</p> <p>Week of Monday 23rd September 2013</p>

	Orientation – Friday 27th September 2013
Orientation for T 4 Term B	Students should arrive no later than one week before the commencement of term. Arrival should be: Week of Monday 28 th October 2013 Orientation – Friday 1st November 2013
Week long intensives commencing: (Dates to be confirmed)	16 th September 2013 23 rd September 2013
Summer programs or short-term programs	Doing Business in Australia (DBI)
DBI program dates:	Sunday 6 th January – Saturday 19 th January 2013 Orientation – Friday 4 th January 2013
DBI program overview:	This course gives an overview of doing business in Australia, including an introduction to the Australian economy, history and culture. Lectures and seminars on a wide range of functional areas draw out some differences between this region and other regions, particularly North America. Three Australian industries are highlighted: wine, sports and finance. The course includes lectures, case studies, guest lectures, a field trip and projects.
General information	
Living Expenses:	Off campus accommodation. Students are required to arrange their own accommodation. The average international student in Australia spends about AUD\$460 per week on accommodation, food, clothing, entertainment, transport, telephone and incidental costs. It is important to remember that while this is a realistic guide, individual circumstances will vary by location and lifestyle.
Public Transport	The public transport system in Melbourne (trams, trains, buses) is very convenient for travel to and from Melbourne Business School. Many students use public transport or buy a bicycle, or find accommodation within walking distance of the School.
Academic Expenses:	We advise student to budget approximately \$100 per subject for books.
Health insurance:	Yes, students are required to take out health insurance as a condition of their visa. Cost for 5 months is A\$200 for single cover or A\$400 for students with dependents.
Visa:	All students are required to be here on a student visa. Student should apply for a Non-award Foundation/Other (subclass 575) visa. Visa details can be found at the following website – www.immi.gov.au
Facilities:	The study environment and facilities of the School are world-class, and conveniently located in a purpose-built campus in Carlton, just 15 minutes walk from the CBD. The School offers state-of-the-art lecture theatres, a dedicated management library, excellent IT infrastructure eg: computing facilities, wireless network etc., formal and informal areas for study, a coffee shop and dining room.

Student Services:	Ongoing social activities for students and families organised by the SRC. Many clubs such as: Asean Club, Consulting Club, Debating Club, Latin American Network Group, Net Impact, Women in Management, Technology Special Interest Group all available to Exchange Students.
Orientation	Orientation is held in the week prior to the commencement of term and all exchange students are required to attend. This compulsory one day event is a wonderful opportunity to meet other exchange students and to meet current students.
Career services	Career Services are available to exchange students and students have access to the following services: <ul style="list-style-type: none"> • Individual consultations with a Careers Consultant • Workshops run by Careers department • Attending company presentations open to all students • Access to the online career development tools <p>Limited services include:</p> <ul style="list-style-type: none"> • Referrals to MBS networks are made on a case by case basis, depending on the credentials of individual candidates • Access to recruiter events that are designed for MBS graduating or internship students only • Advice about working visas in Australia – more comprehensive information can be found at http://www.immi.gov.au/immigration/
Exchange Co-ordinator Services:	As the exchange office is located within the Student Services department we oversee students from pre-arrival through to the end of term
Information Dissemination:	Web - occasional Email – majority of information Mail - occasional