



MGSM
MACQUARIE UNIVERSITY
GRADUATE SCHOOL OF MANAGEMENT

Pathways to leadership

MBA AND POSTGRADUATE PROGRAMS

2016



ALEXANDRA TZORTZIS 2013
Project Coordinator for the Executive Office
Johnson & Johnson Medical Devices ANZ

Developing successful global leaders

Ready to step up to the challenges and rewards of building your career in management? Since 1969, Macquarie University Graduate School of Management (MGSM) has helped equip thousands of graduates with the critical skills and experience needed to lead and succeed in our globally connected economy.

The MGSM MBA is ranked among the world's top 100 MBA programs* and is widely considered Australia's leading management qualification*. The program covers all key aspects of global best practice in business management and prepares future leaders for the challenges and opportunities ahead.

At MGSM, pathways to leadership – and our MBA – are built on teaching that is firmly grounded in industry relevance, real-world experience and transformational thinking. Progressive and practical learning equips our graduates to approach business from a new perspective. As engaged citizens with a global mindset, it's a perspective that can deliver innovative and sustainable value solutions for businesses and communities alike.

Transcending the traditional boundaries of a management school, the MGSM experience offers so much more than theory and principles. Opportunities exist to participate in global study tours, exchanges with leading international schools, and living case studies with Australian and international organisations. Research programs and opportunities to participate in research in our own Experimental Economics Lab are also offered. We are one of Australia's most connected business schools and our partnerships with local and global industry not only inform the curriculum, but also provide MBA students with internship and employment opportunities.

MGSM values diversity and we welcome students from a range of academic, cultural and professional backgrounds. Through our Women in MBA (WiMBA) program, we are also working towards being the first business school ranked in the world's top 100 to achieve student gender balance.

Our pioneering approach not only differentiates MGSM graduates from the rest, it has secured our position as one of the world's top 100 business schools.

JOIN US AT MGSM AND YOU
WILL BE PART OF ONE OF
THE MOST SUCCESSFUL
AND GLOBALLY CONNECTED
BUSINESS SCHOOLS IN
THE WORLD.

Make your mark with MGSM

If you're inspired by possibilities, driven by progress and the passion to deliver sustainable value and prosperity, MGSM is for you. Whether you aspire to be a leader in community or industry, in the public or private sector, MGSM can equip you with so much more than career-enhancing qualifications. Our graduates enjoy life-long engagement with a network of opportunity for making their mark on the world.

Flexible pathways to leadership

Whether you are a recent graduate or a C-suite executive, MGSM offers learning solutions for every stage of career development that let you tailor your studies to match your experience and aspirations.

Our suite of Programs offers the flexibility of multiple entry and graduation points, with the opportunity to progress from one program to another upon successful completion. So you can start small, then aim higher, building your potential as you build your career.

Programs can be studied part-time or full-time and individual units can be studied week-by-week or in an intensive block format. With MGSM's unique Online Interactive study mode, you also have the flexibility to study selected units online.

No matter which entry point or study mode you choose, all course units are taught at the same academic level as the MBA.

#1

**MBA RANKED
NO.1 IN AUSTRALIA**

(Financial Times Global MBA Rankings, 2015)



**RANKED #2 IN THE WORLD FOR
SALARY INCREASE**

(The Economist Which MBA? Survey 2015)



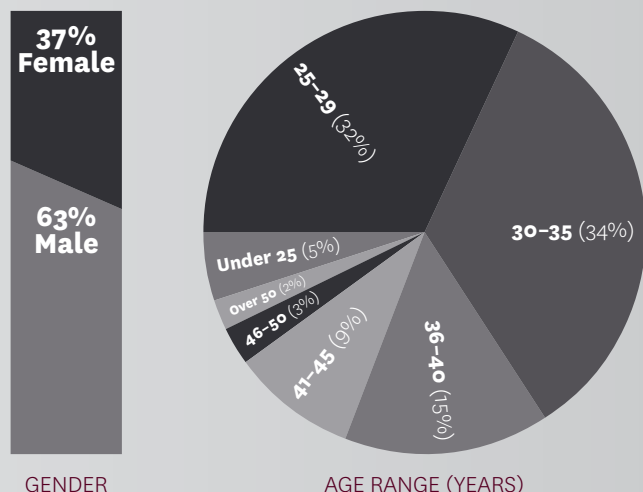
**RANKED AMONG THE
WORLD'S TOP 30
MBA PROGRAMS**

(The Economist Which MBA? Survey 2015)

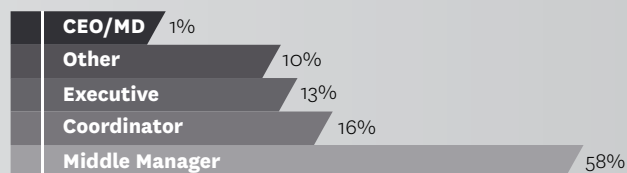
A world of life-long connections

Our cohort represents an exciting diversity of industries, ages and career experience. As a graduate of MGSM you will join a global network of like-minded individuals and organisations who are leading the way to the future in business and the public sector.

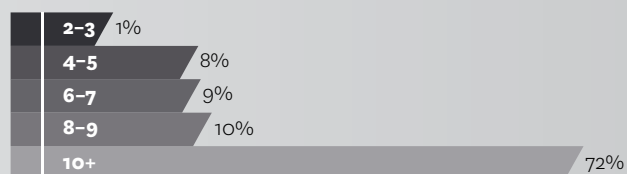
Join a diverse and dynamic cohort:



Study with mature and motivated professionals:



POSITIONS HELD AT TIME OF ENROLMENT



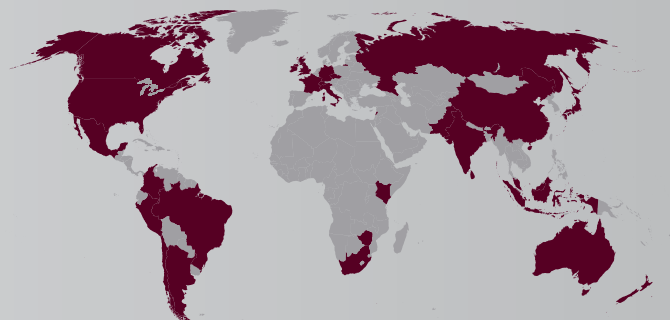
YEARS OF WORK EXPERIENCE

Industries represented:

- AGRICULTURE/PRIMARY
- BUSINESS/PROFESSIONAL SERVICES
- FINANCE/BANKING/INSURANCE
- INFORMATION SERVICES
- MANUFACTURING
- MEDIA/ADVERTISING/PR
- PHARMACEUTICALS/HEALTHCARE
- PUBLIC SERVICES/UTILITIES
- WHOLESALE AND RETAIL TRADE

Countries represented:

From Argentina to Zimbabwe, MGSM student body represents over 30 countries currently and over 135 in our extensive Alumni network.



Step up to the challenges and opportunities

Understanding the demands of building a professional career, MGSM offers flexible pathways to the ultimate goal of the MGSM MBA. Our study choices can help you meet your MBA goal as you build your knowledge, experience and qualifications.

If you do not meet the direct entry requirements for the MBA, you can enter the program at the Certificate or Diploma level and work your way towards your MBA.

No matter which entry point or study mode you choose, all course units are taught at the same academic level as the MBA. The offer of the Single Unit, Certificate and Diploma is available to students who may not satisfy the direct entry requirements or want to take a more gradual approach towards their MBA.

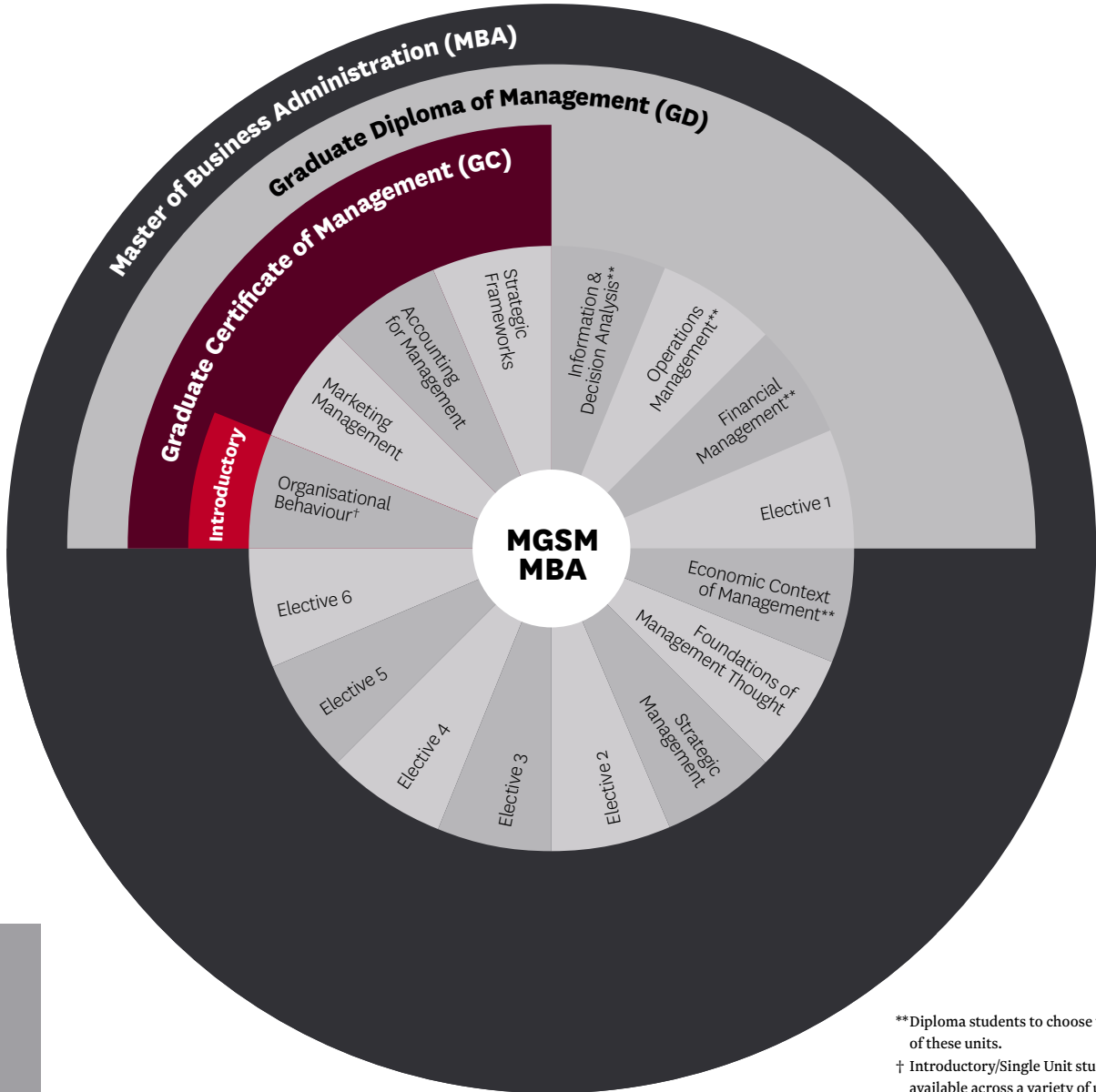
All units offered are part of the overall MBA program, which allows for seamless articulation as you progress from one award to the next.

Master of Business Administration (MBA)

A flexible and dynamic program designed to extend, challenge and transform management professionals. Covering all key aspects of business management, our world-class program bridges the gap between theory and ‘real world’ application. Tailor your knowledge, expertise and qualifications with six elective units in your preferred areas of specialisation or interest.

OUR MBA PROGRAM OFFERS FLEXIBILITY TO CATER TO THE CAREER DEMANDS OF BUSY PROFESSIONALS.

FULL-TIME: 2 YEARS (2 UNITS PER TERM)
PART-TIME: STUDY AT YOUR OWN PACE
(AVERAGE COMPLETION IS 3 YEARS)



**Diploma students to choose three of these units.
† Introductory/Single Unit study is available across a variety of units.

ELECTIVE UNITS OF STUDY

LEADERSHIP AND GENERAL MANAGEMENT:

- Law and Management
- Leadership and Motivation
- Leadership Transformed
- Managerial Psychology
- Managerial Self Development
- Public Performance for Managers

FINANCIAL STRATEGY:

- Business Performance Measurement and Management
- Corporate Acquisitions
- Entrepreneurial Finance
- Investment Management
- Raising Capital in Global Markets

MARKETING:

- Advertising and Promotions Management
- Consumer Behaviour
- Customer Relationship Management (CRM)
- Marketing Research
- Strategic Marketing

MANAGEMENT SKILLS:

- Executive Coaching
- Leadership and Teams in Action
- Managing Change
- Managerial Self Development
- Negotiation: Theory and Practice
- Public Performance for Managers

STRATEGY:

- Competition and Strategy in the Asia Pacific
- Leadership Innovation in Healthcare
- Management Consulting and Research
- Strategic Corporate Social Responsibility
- Strategic Human Resources Management

LOGISTICS AND OPERATIONS MANAGEMENT:

- Supply Chain Management
- Project-based Management

GLOBAL PERSPECTIVES:

- Competition and Strategy in the Asia Pacific
- Doing Business in/with China
- International Perspectives: Study Tour
- Managing with a Global Mindset
- Raising Capital in Global Markets

ENTREPRENEURSHIP:

- Entrepreneurial Finance
- Management of Innovation
- New Enterprise Management
- Social Entrepreneurship

GRADUATE CERTIFICATE OF MANAGEMENT – 4 CORE UNITS
GRADUATE DIPLOMA OF MANAGEMENT – 7 CORE UNITS + 1 ELECTIVE
MASTER OF BUSINESS ADMINISTRATION – 10 CORE UNITS + 6 ELECTIVES

Choose how, when and where you study

Your MGSM experience is designed to deliver true flexibility as you build your qualifications and your professional career.

Entry Requirements

Direct entry into the MBA program requires a completed undergraduate degree and a minimum of two years of managerial or professional work experience.

Alternatively, if you're an experienced manager and don't have an undergraduate degree, you can gain entry into the MBA program through successful completion of the Graduate Certificate and Graduate Diploma. You must have a minimum of five years managerial level work experience.

If you are an international applicant, you may be required to demonstrate proficiency in English

Our academic year

MGSM has a four term academic year and students can elect to start their program at any of these terms. Terms consist of ten weeks of class, one week for exams and one week vacation.

Term 1	January
Term 2	April
Term 3	June
Term 4	September

Costs of tuition[‡]

Per unit	AUD \$4,750
Per year (based on full-time study)	AUD \$38,000
MBA (based on 2 years full-time study)	AUD \$76,000

Three centres of learning

Students can take units at any of our three campuses; two in Sydney (North Ryde and CBD) and one in Hong Kong.

All campus facilities include state-of-the-art lecture theatres and modern, well-equipped, syndicate rooms for group work and study outside of the classroom.

Flexible study options

Each unit of study is delivered over 40 hours of class time in a term. You can choose between weekly classes, block or online study[§] for each course unit. This mix and match flexibility lets you tailor your studies around your professional and personal commitments.

WEEKLY CLASSES

Enables students to attend one face-to-face class per week. Classes are held in the evenings for part-time students and mornings for full-time students.

BLOCK CLASSES

Enables completion of 40 hours of face-to-face classes over five days (including two weekends). Intensive block classes are often preferred by students who may be required to travel for work.

ONLINE STUDY

Allows for students to study remotely over the term in an interactive environment designed to the same rigorous standards as on-campus learning.

For application details and to apply, visit mgsm.edu.au/apply

[‡] MGSM reviews its fees annually and from time to time this will result in increases in the fee per unit. It is suggested that students allow approximately AUD \$120.00 per course unit for textbooks.

[§] Online units are limited.

MGSM MBAs. Where are they now?

Completing your studies with MGSM is just the beginning. As a member of our Alumni Association (MGSMMAA) you will be part of a global network of high-calibre professionals making a difference in their chosen field.

Our alumni community currently includes some 16,500 members in 135 countries. Cultivate your connections as you continue to build your career.

Just a few alumni who are the leading edge of global business include:

- Julian Segal, MD and CEO of Caltex Australia
- Dr Chris Roberts, CEO/President of Cochlear Limited
- Richard Kimber, CEO OzForex

"MY MGSM MBA EQUIPPED ME WITH THE KNOWLEDGE AND COURAGE TO LEAD COCHLEAR IN NEW AND INNOVATIVE RESEARCH, DEVELOP A HEALTHY SCEPTICISM AND UNDERSTAND THE IMPORTANCE OF LONG-TERM VIEW"

— Dr Chris Roberts, CEO/President of Cochlear Limited.

READY TO MAKE YOUR MARK? FIND OUT MORE:

MAIN CAMPUS

Macquarie University Graduate School
of Management
North Ryde Campus
Talavera Road
Macquarie Park NSW 2113

T: +61 2 9850 9017
F: +61 2 9850 9022
E: info@mgsm.edu.au

SYDNEY CBD

Macquarie University Graduate School
of Management
Sydney CBD Campus
Level 7, 37 Pitt Street
Sydney NSW 2000

T: +61 2 9850 9017
F: +61 2 9850 4624
E: info@mgsm.edu.au

HONG KONG

Hong Kong Management Association
PICO Tower
Level 3
64–66 Gloucester Road
Wan Chai

T: +852 2774 8533
F: +852 2365 1000
E: dorsing@hkma.org

mgsm.edu.au



APPLICATION FOR ADMISSION

MGSM postgraduate and MBA programs



MGSM
MACQUARIE UNIVERSITY
GRADUATE SCHOOL OF MANAGEMENT

Applications must be lodged by the closing date in accordance with the instructions on the back page of the form.

Applications by fax or email will not be accepted.

All questions must be completed and incomplete applications will delay assessment.

PERSONAL DETAILS

01 ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr ☐ Other

Family name or surname

First given name

Other given names

Preferred given name

Previous or former surnames

02 Date of birth (dd/mm/yy) / /

Sex ☐ Male ☐ Female

CONTACT ADDRESS DURING TERM

(Mailing address for all correspondence)

03 Address

Suburb/Town

State/Postcode

Country

PERMANENT HOME RESIDENCE ADDRESS

This must not be a PO Box address. For Temporary residents and International students, this must be a non-Australian residential address.

04 ☐ Same as above

Address

Suburb/Town

State/Postcode

Country

OTHER CONTACT DETAILS (MANDATORY)

(Mailing address for all correspondence)

05 Email (personal)

Email (work)

Home telephone

Work telephone

Mobile telephone

Facsimile

06 Organisation

Position

Industry

Total years of work experience

Total years of managerial experience

07 Have you previously applied to or been enrolled as a student at Macquarie University?

☐ Yes ☐ No

If yes, indicate year(s) of enrolment and student number (whether or not you proceeded with the program).

Program

Years applied/enrolled

Student number

PROGRAM CHOICE

08 Please indicate which program you are applying for by placing a tick (✓) next to the relevant option. (Please tick one option only).

Experienced professionals:

Master of Business Administration (MBA) ☐
Graduate Diploma of Management ☐
Graduate Certificate of Management ☐
Master of Social Entrepreneurship ☐
Graduate Certificate of Social Entrepreneurship ☐
Graduate Certificate of Management Post-MBA ☐
MGSM Single Unit ☐

Unit code

Unit name

Early career professionals:

Master of Management (MMgmt) ☐

09 Please indicate the intake and year for which you are applying:

☐ Term 1 (January) Year

☐ Term 2 (April) Year

☐ Term 3 (June) Year

☐ Term 4 (September) Year

(Master of Social Entrepreneurship intakes in January and June only)

10 Attendance mode

☐ Part-time ☐ Full-time

11 If your application is unsuccessful, would you like to be considered for a place in an alternative program?

☐ Yes ☐ No

NEXT OF KIN OR EMERGENCY CONTACT DETAILS

12 Full name

Home address

Suburb/Town

State

Postcode

Country

Home telephone

Work telephone

Mobile

Relationship to applicant (please tick (✓) one option).

- ☐ Parent ☐ Spouse ☐ Partner
- ☐ Brother/sister ☐ Son/daughter ☐ Other relative
- ☐ Other (please specify)

RESIDENTIAL STATUS

Please provide a certified copy of passport, citizenship certificate or birth certificate.

13 What is your official residential status? (please tick (✓) one option)

- ☐ Australian Citizen (including Australian Citizen with dual citizenship – provide a certified copy of passport/Australian Citizenship Certificate)

If yes, are you an Australian Aboriginal or a Torres Strait Islander?

- ☐ No
- ☐ Yes, Australian Aboriginal
- ☐ Yes, Torres Strait Islander
- ☐ Yes, Australian Aboriginal & Torres Strait Islander

- ☐ New Zealand citizen or a diplomatic representative of New Zealand, a member of the staff of such a representative, or the spouse or dependant relative of such a representative, excluding those with Australian citizenship.

(Note: Includes any such persons who have Permanent Residency status of Australia – provide a certified copy of passport)

- ☐ Permanent Australian Resident (not Australian or New Zealand Citizen – provide a certified copy of all documentation)

If yes, are you the holder of an Australian Permanent Resident Humanitarian Visa?

- ☐ No
- ☐ Yes

Year residency was granted (dd/mm/yy)

Year of arrival in Australia (dd/mm/yy)

- ☐ Citizen of country other than Australia or New Zealand (provide a certified copy of all documentation)

Of which country are you a citizen?

14 Country of birth

Main language spoken at permanent residential address.

If you were not born in Australia, in what year did you first enter Australia.

ENGLISH LANGUAGE PROFICIENCY

15 Applicants who have not undertaken recognised studies taught in English (e.g. undergraduate degree) are required to demonstrate proficiency in English.

The required scores for English Academic Tests are:

- **IELTS Academic** (General tests not accepted) – Overall 6.5, with minimum scores of 6.0 in all components
- **TOEFL (Paper)** – Overall 570, with minimum scores of Listening 53, Writing 59, Reading 52 and Essay Writing 4.5
- **TOEFL (Internet)** – Overall 90, with Speaking 20, Listening 20, Writing 22, and Reading 20
- **Pearson Test of English (PTE) Academic** – Overall 64, with minimum scores of 57 in all components.

Have you completed a qualification where the primary language of instruction was English?

- ☐ Yes, state the qualification and institution:

- ☐ No, have you undertaken an English language test?

- ☐ Yes* ☐ No

English test name

Date test taken

Result (if known)

* Please attach a certified copy of your result.

PAYMENT USING FEE-HELP

16 FEE-HELP is a loan scheme that assists eligible students to pay their tuition fees. For full details visit www.studyassist.gov.au

Tuition fees usually fall due at the end of the second week of term and can be paid by a number of payment options.

In the event of payment after the tuition fee due date, a late payment fee of \$200 will be imposed in accordance with Macquarie University Policy.

If you intend to apply for FEE-HELP assistance and are eligible it is important to make sure you will not exceed your FEE-HELP limit.

For more information please visit www.studyassist.gov.au

SPONSORSHIP

17 Is your employer providing you with financial support?

- ☐ No ☐ Yes

Please indicate level of financial support:

- ☐ Full-sponsorship (100%)
- ☐ Part-sponsorship

ACADEMIC QUALIFICATIONS

18	Please provide details of your academic qualifications	Name of institution and location	Course undertaken and qualification gained (including class of honours, where relevant)	Year of graduation
	Secondary education			
	Tertiary education (If applicable)			
	Others			

- A certified copy of all academic transcripts from each institution attended (including Macquarie students who have undertaken studies elsewhere) must be submitted with this application.
- A Justice of the Peace can certify documents for Australian citizens/residents.
- International students can have their documents certified by: current or previous education institution, a notary public, a representative who is registered with Macquarie University, a Macquarie University staff member.
- If the transcript is in a former name, evidence of change of name must be submitted.
- Documents not in English must be accompanied by certified translations.

Please note that any original documents will not be returned.

DETAILS OF OTHER QUALIFICATIONS HELD

- 19 List membership of professional societies, articles or books published, papers presented, etc.

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PRIZES OR SCHOLARSHIPS AWARDED

- 20 List any scholarships or awards received.

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RECOGNITION OF PRIOR LEARNING

- 21 Are you seeking recognition of prior learning or exemptions for previous tertiary studies or as a result of your membership with a professional association e.g. CPA?

☐ No

☐ Yes Please download and complete the Application for Recognition of Prior Learning available at www.mgsm.edu.au/pgdownloads
New applicants must apply for Recognition of Prior Learning at the time of application.

STATEMENT OF PERSONAL AIMS AND ACHIEVEMENTS

- 22 Please attach a concise one-page statement of your personal aims and achievements, including details of your background, past experiences, personal and professional aspirations. This will enable us to learn more about your career progression, values, ambitions and leadership potential that we at MGSM consider important.

REFeree REPORTS

- 23 You are required to obtain two referee reports to provide information about your work history. Referees should be chosen carefully on the basis of their direct knowledge of your background and potential managerial capability. Family members should only be used if they have a direct work connection. The Referee Report form is available at mgsm.edu.au/apply.

Requirements: 2 referee reports

Referee full name	<input type="text"/>	Jobtitle/Company	<input type="text"/>
Telephone	<input type="text"/>	Email	<input type="text"/>
Referee full name	<input type="text"/>	Jobtitle/Company	<input type="text"/>
Telephone	<input type="text"/>	Email	<input type="text"/>

Upon reviewing your application, MGSM reserve the right to arrange an interview with you to obtain additional information.
Please note references will only be accepted on current MGSM referee forms. No other format is acceptable.

STUDENT DECLARATION

By signing this application form, I acknowledge and agree to the following:

1. I have read and understood the privacy statement below.
2. The information I have submitted with my application is true, correct and complete.
3. All documents I submit with my application become the property of the University and will not be returned.
4. The University may vary or reverse any decision it makes on the basis of incorrect, incomplete or fraudulent information provided in my application.
5. It is an offence to submit fraudulent documentation in support of my application. If fraudulent documentation is detected: my application will be rejected;
 - if an offer has been made, it will be withdrawn; and
 - if a visa has been issued to me, the Department of Immigration and Citizenship will be notified; and
 - other relevant authorities (such as the NSW Police and the Independent Commission Against Corruption) may also be notified.
6. I will notify the University immediately if there is any change to the information I have given in this application.
7. I understand a late fee of \$200 will be imposed for payment of fees paid after the tuition fee due date.

PRIVACY NOTIFICATION

I wish to be considered for enrolment in the specified program at Macquarie Graduate School of Management (MGSM), as part of Macquarie University, and declare that the information submitted is correct and complete. The information provided on this form is “personal information” as defined by the Privacy and Personal Information Act 1998 (the “Act”). I understand that the collection of this information will be used for the purpose of assessing my application and for further correspondence. I consent to the intended recipients of the information being MGSM and Macquarie University staff, data service providers engaged by MGSM and/or the University from time to time, the Employer Organisation and/or referees in circumstances when such disclosure is deemed necessary by MGSM and/or the University to further the application, any other body which forms part of MGSM and/or the University, any other participating University to the Privacy Code and overseas partners and/or education partners who require the information for administrative purposes. I hereby consent to and authorise MGSM and/or the University to obtain official records from any university or other tertiary institution previously attended by me. I understand that the provision of the information is voluntary but if this information is not provided, MGSM and/or the University may be unable to process my application or to conduct further correspondence. I understand that MGSM and/or the University reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information and that I have a right of access to and alteration of personal information concerning myself in accordance with the Act or Macquarie University’s Code of Practice. The information is being collected by MGSM/Macquarie University and will be held by MGSM/Macquarie University.

Signature

Date

//

CHECKLIST

- ☐ All parts of the application form have been completed
- ☐ Ensure the following documents are included with your application:
 - **Certified documentation showing residential status or certified copies of visa, passport or birth certificate**
 - **Certified copies of academic transcripts**
 - **Résumé/CV**
 - **Details of your nominated referees**
 - **Statement of personal aims and achievements**
- ☐ Ensure the following documents (where applicable) are included with your application:
 - **Documentation showing change of name**
 - **Proof of proficiency in English**
 - **Recognition of Prior Learning documentation**
- ☐ Ensure that referees are aware of the closing date for applications as your application **CANNOT** proceed without receipt of all referee reports
- ☐ Send the original application addressed to The Applications Officer

Please ensure all questions are answered and all documentation is attached as incomplete applications will delay assessment.

Please note all documents submitted become the property of MGSM and will not be returned.

APPLICATION LODGEMENT

AUSTRALIAN STUDENTS

The Applications Officer
Macquarie Graduate School of Management
Macquarie University
NSW 2109 AUSTRALIA

INTERNATIONAL STUDENTS

The Applications Officer
Macquarie International
Macquarie University
NSW 2109 AUSTRALIA

FURTHER INFORMATION

Marketing & Student Recruitment
Telephone: +61 2 9850 9017
Facsimile: +61 2 9850 6094
Email: info@mgsm.edu.au

REFEREE REPORT – CONFIDENTIAL

MGSM postgraduate and MBA programs



MGSM
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GRADUATE SCHOOL OF MANAGEMENT

APPLICANT DETAILS

01 Family name or surname

Given names

Telephone

Email

REFEREE DETAILS

02 Name of referee

Position

Organisation

Address

Telephone

Email

How long have you known the applicant?

What is your work connection with the applicant?

For what type of management position would you see the applicant being suited in the long run (for example, would you see the applicant's future as a line manager, chief executive officer, adviser or specialist)?

NOTE TO REFEREE

The applicant mentioned has applied for admission to a program at Macquarie Graduate School of Management (MGSM) and has nominated you as a referee.

The purpose of this MGSM program is to provide an opportunity for students to develop knowledge, abilities, attitudes and understanding which will constitute a foundation for their growth into competent and responsible managers. It would assist the School if you would provide your assessment of the applicant.

This report asks for information that the School finds useful in assessing the applicant's ability to successfully complete the program. The form is provided for your convenience and allows for the relevant information to be supplied in the necessary structure. Any information you provide will be considered strictly confidential.

We are aware that we are asking for considerable time and effort on your part in completing this form. However, far more applications are received than there are places available and it is necessary to select carefully those applicants to be admitted. Your assistance in giving this appraisal is very helpful to us and greatly appreciated.

PLEASE RETURN YOUR REPORT BEFORE THE APPLICATION CLOSING DATE TO:

The Applications Officer
Student Services Centre
MGSM
Macquarie University NSW 2109
or email to:
studentservices@mgsm.edu.au

Please rate the applicant on the following characteristics (tick (✓) appropriate box). Use what you consider to be general managerial ability as a base for comparison.	Very poor (Lowest 10%)	Poor (Next 25%)	Average (Next 30%)	Good (Next 25%)	Excellent (Top 10%)	Comment (Optional)
Drive to succeed						
Self discipline						
Ability to work with others						
Initiative						
Senior executive potential						
Verbal skills						
Writing skills						
Analytical skills						

What are the applicant's outstanding strengths?

What are the key areas in which the applicant would benefit from development?

Do you have any comments about the applicant undertaking a demanding postgraduate program in respect to his/her:

1. Motivation

2. Aptitude to study

3. Time management

Signature of Referee

Date

If you have any questions regarding the completion of this referee report, call MGSM on +61 2 9850 7829 or email studentservices@mgsm.edu.au.

APPLICATION FOR ADMISSION RETURNING STUDENT

MGSM postgraduate and MBA programs



MGSM
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GRADUATE SCHOOL OF MANAGEMENT

Applications must be lodged by week seven of the term prior to commencement in accordance with the instructions below.

All questions must be completed. Incomplete application will delay assessment.

If the returning student application is successful, credits may be granted for coursework previously completed depending on the MGSM recognition of prior learning policy at the time of return. Returning students must comply with current MGSM policies regarding articulation and advanced standing.

PERSONAL DETAILS

01 ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr ☐ Other

Family name or surname

First given name

Other given names

Preferred given name

Previous or former surnames

02 Date of birth (dd/mm/yy) / /

Sex ☐ Male ☐ Female

CONTACT DETAILS

03 Preferred email address for notification.

Address

Suburb/Town

State/Postcode

Country

Mobile

Home telephone

Work telephone

NEXT OF KIN OR EMERGENCY CONTACT DETAILS

04 Full Name

Home telephone

Work telephone

Mobile

Relationship to applicant (please tick (✓) one option).

☐ Parent ☐ Spouse ☐ Partner

☐ Brother/sister ☐ Son/daughter ☐ Other relative

☐ Other (please specify)

PREVIOUS MGSM PROGRAM(S)

05 Please indicate previous MGSM program(s), year(s) of study and student number.

Program

Years enrolled

Student number

GRADUATE PROGRAM

06 Please indicate which program you are applying for by placing a tick (✓) next to the relevant option. (Please tick one option only).

Experienced professionals:

Master of Business Administration (MBA) ☐

Graduate Diploma of Management ☐

Graduate Certificate of Management ☐

Master of Social Entrepreneurship ☐

Graduate Certificate of Social Entrepreneurship ☐

Graduate Certificate of Management Post-MBA ☐

MGSM Single Unit ☐

Unit code

Unit name

07 Please indicate the intake and year for which you are applying:

☐ Term 1 (January) Year

☐ Term 2 (April) Year

☐ Term 3 (June) Year

☐ Term 4 (September) Year

DECLARATION

08 I wish to be considered for enrolment in the specified program at Macquarie Graduate School of Management (MGSM), and declare that the information submitted is correct and complete. I understand that MGSM and/or the University reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information.

Signature

Date

/ /

APPLICATION LODGEMENT

Certified copies of any supporting information (such as evidence of change of name, residential status etc.) must be attached.

By mail to

The Applications Officer
Macquarie Graduate School of Management
Macquarie University
NSW 2109 Australia

In person

Reception
Macquarie Graduate School of Management
Talavera Road, North Ryde (Between Herring
and Culloden Roads, opposite M2)

Further Information

Student Services Centre
Telephone: +61 2 9850 7829
Email: studentservices@mgsm.edu.au

APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL)



MGSM
MACQUARIE UNIVERSITY
GRADUATE SCHOOL OF MANAGEMENT

01 RECOGNITION OF PRIOR LEARNING GUIDELINES

MGSM recognises formal, informal and non-formal learning contexts when considering granting Recognition of Prior Learning (RPL).

Types of prior learning:

Non-formal – occurs through a structured program of learning but does not lead to an accredited qualification.

Formal – occurs through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification.

Informal – occurs through work, social, family, hobby or leisure activities and experiences. Unlike formal or non-formal learning, informal learning is not organised or externally structured in terms of objectives, time or learning support.

- A** Applicants who have completed or partially completed a relevant graduate award at a recognised tertiary institution may receive up to 50% credit towards an MGSM award. This equates to:

Graduate Certificate – Maximum of two MGSM units

Graduate Diploma – Maximum of four MGSM units

Master of Management – Maximum of eight MGSM units

MBA – Maximum of eight MGSM units

Master of Social Entrepreneurship – Maximum of eight MGSM units

- B** Specified credit will only be granted where formal prior learning is appropriately evidenced

- C** RPL is only considered if the prior learning was completed:
- at graduate level or a level equivalent to graduate level and
 - within ten years from the date of application.

- D** Where an applicant demonstrates non-formal or informal prior learning at a graduate level, this will result in credit being granted for elective units.

- E** • No RPL will be granted for the following MGSM units: MGSM 820, 850, 860, 880, 950, 951, 952, 953, 955, 960, 985, nor 989.

- F** Qualifications from the following professional bodies are granted RPL at MGSM as follows:

• **Graduate Diploma of Chartered Accounting of the ICAA Program**

– MGSM840 Accounting for Management plus 3 electives.

• **Professional Level of the CPA Program**

– MGSM840 Accounting for Management plus 3 electives.

• **Institute of Actuaries of Australia (IAA)**

Fellowship Program

– MGSM845 Economic Context of Management

- G** Students are discouraged from seeking substitutions for elective units as this will not reduce the volume of learning / course duration. Instead, students are encouraged to actively select elective units that are different to completed units.

02 INSTRUCTIONS

- A** Print clearly in block letters using a blue or black pen.
- B** All applicants must attach legible copies of the following documents where applicable (refer to section 7):
- Certified copy of the transcript of results;
 - Description of the grading system used;
 - Description of all subjects completed, taken from the institution's official handbook for the appropriate year, including:
 - Detailed course outline
 - Method of assessment (textbooks used, group work, exam, etc.)
 - Hours of total workload (face-to-face hours, including attendance requirements).

Documents must be submitted for the period the study was completed.

All relevant documentation must be submitted at the same time as the RPL application. Additional information submitted to MGSM following submission of an application will not be considered. If you have new information that you would like considered for the purposes of RPL, you must complete and submit a new application.

- C** A CERTIFIED English translation of any documentation must be supplied in addition to the original documentation. Please see Section 7 for notes on the certification of documents (on page 9 of this form).

- D** Return the completed application form and ALL CERTIFIED supporting documentation:

Via post to:

The Application Officer Client Services Centre
Macquarie Graduate School of Management
Macquarie University NSW 2109

OR

In person to:

The Application Officer Client Services Centre
Macquarie Graduate School of Management
Building E12B, Macquarie University

- E** Please note:
Faxed applications or documents are NOT acceptable.

Please provide all the necessary information and documentation for your application as incomplete applications will not be assessed.

03 PERSONAL DETAILS

Name	<input type="text"/>	
Student Identification	<input type="text"/>	
Program	<input type="text"/>	
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Date of birth (dd/mm/yy)	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	
Work/Mobile	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>	
Postal Address	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	

04 RPL SOUGHT FOR

- All applicants must ensure to complete applicable sections in the table below (in the section to be completed by the applicant). Applicable sections will depend on the type of RPL applied for.
- If applying for formal prior learning complete section 4.1 and for non-formal or informal prior learning complete section 4.2 below and overleaf. If applying for both formal and non-formal and/or informal prior learning complete both sections 4.1 and 4.2. (below and overleaf)

4.1 FORMAL PRIOR LEARNING

THIS SECTION TO BE COMPLETED BY THE APPLICANT						THIS SECTION TO BE COMPLETED BY ACADEMIC REVIEWER					
	Please tick (✓) to request credit or substitution	Equivalent MGSM Unit	Previous Unit/ Program/ Degree Completed <small>*Only input program name if eligible for blanket credit outlined in part 1E.</small>	Name of Institution	Year	Approved Y/N	Reason for the decision	Credit or Subn.	Program approved for	Academic reviewer's signature	Date signed
	<input type="checkbox"/> Credit <input type="checkbox"/> substitution	<i>Example: MGSM840 Accounting for Management</i>	<i>Example: MBA Program or Unit xxx</i>	<i>Deakin University</i>	<i>2009</i>						
4.1 Formal Prior Learning applied for	<input type="checkbox"/> Credit <input type="checkbox"/> substitution										
	<input type="checkbox"/> Credit <input type="checkbox"/> substitution										
	<input type="checkbox"/> Credit <input type="checkbox"/> substitution										
	<input type="checkbox"/> Credit <input type="checkbox"/> substitution										
	<input type="checkbox"/> Credit <input type="checkbox"/> substitution										
4.2 Informal + Non formal (input data from overleaf)	<input type="checkbox"/> Credit										
	<input type="checkbox"/> Credit										
	<input type="checkbox"/> Credit										
	<input type="checkbox"/> Credit										
Comments						Academic Comments:					

4.2 NON-FORMAL OR INFORMAL PRIOR LEARNING FOR:

(please tick the boxes that apply to you below)

- ☐ i) admission, or (Refer Appendix 1 RPL Management Plan)
- ☐ ii) unspecified credit: (Refer Appendix 2 RPL Management Plan)
- ☐ a) without designation. (Refer Appendix 2 RPL Management Plan)
- ☐ b) with designation (for instance where your prior learning is in a particular area, e.g. Accounting, Marketing, Human Resources) (Refer Appendix 3 RPL Management Plan).

A APPLICANT SECTION

CURRENT EMPLOYMENT

Are you currently employed (includes self-employment)?

☐ Yes ☐ No

If Yes, what is your occupation?

Who is your current employer?

How long have you been employed here?

EDUCATION AND TRAINING

Have you undertaken any education and/ or training courses related to the program applied for?

☐ Yes ☐ No

If yes:

In what industry/area?

Training completion date (month, year)

/ /

Country where you trained

Name of course and institution (if applicable)

B RPL SELF-ASSESSMENT REPORT (UP TO 2,000 WORDS)

Demonstrate how your informal and/or non-formal prior learning experiences satisfy the equivalence criteria for the unit or MGSM program of study for which you seek RPL. (Please refer to MGSM's RPL Management Plan for relevant, unit or program specific equivalence criteria and provide sufficient information to support your application below).

Relevant learning outcomes	How I meet them
Applicant: please identify the unit name or code you are seeking RPL for & list all applicable unit or program specific criteria (Refer to RPL Plan). Note: Each criteria should have its own section.	
(UNIT # OR NAME)	
1.	

Relevant learning outcomes

How I meet them

2.

3.

4.

Relevant learning outcomes

How I meet them

5.

6.

7.

5 REFEREE SECTION (Informal and Non formal learning applications only)

A RPL PROFESSIONAL REFEREE REPORT

Referee name

Position

Organisation

Phone number

Email

How long have you known the applicant?

What is your professional relationship with the applicant?

B PLEASE COMPLETE THE FOLLOWING:

- 1) Insert all relevant MGSM performance equivalence criteria into the Performance Equivalence Criteria column in the table below. e.g. If the applicant is applying for RPL for credit in the Graduate Certificate of Management, MGSM's Graduate Certificate of Management for credit performance equivalence criteria must be inserted.
- 2) Rate the applicant on the relevant MGSM equivalence criteria by ticking/checking the appropriate cell in the table (Poor to Excellent). Use what you think is general managerial ability as a base for comparison.
- 3) Comment on how the applicant satisfies the criteria.

Performance equivalence criteria (tick (✓) appropriate box)	Poor (lowest 30%)	Average (above 30% <65%)	Good (above 65% < 90%)	Excellent (top 10%)	Further comment (optional)
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(Applicant/Referee list applicable performance equivalence criteria below) Note: 1 criteria per line.

Referee signature

Date

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6 DECLARATION AND SIGNATURE

(Your application cannot be considered unless you accept all conditions set out below by signing and dating this declaration and authority).

I declare that the information submitted in this application is correct and complete. I understand that Macquarie Graduate School of Management (MGSM), as part of Macquarie University, reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information.

I understand that in submitting this application, MGSM/Macquarie University is collecting personal information from me and that this is considered personal information for the purposes of the Privacy and Personal Information Protection Act 1998. I understand that the purpose for collecting the information is to enable my application to be considered and that the intended recipients of this information are officers within MGSM/Macquarie University and any other body who may require the information for administrative purposes, including agencies of the Federal Government.

I understand that the supply of information is voluntary, if I cannot provide or do not wish to provide the information sought, my application may not be processed. I consent to and authorise MGSM/Macquarie University to obtain, if necessary, official records from any tertiary institution previously or currently attended by me.

Name

Signature

Date

/ /

7 CERTIFICATION OF DOCUMENTS

Photocopied documents must be stamped and certified as a true copy of the original by:

- A Justice of the Peace, your current or previous education institution, a notary public, a representative who is registered with Macquarie University, a Macquarie University or MGSM staff member.

PLEASE NOTE: The person certifying the photocopies must:

- Write on the copy: "This is a true copy of the original document sighted by me"
- Sign it
- Print the following details:
 - name
 - contact phone number
 - category in the above list
 - date verified
- Affix the official stamp or seal of the verifier's organisation on the copy, if the organisation has a stamp

Alternatively, documents can be certified at:

Client Services Centre (Building E12B)
Macquarie Graduate School of Management
Macquarie University

NB: Please bring a photocopy of each document requiring certification, along with your original documentation.

CHECKLIST FOR APPLICANTS

Before submitting your application, please check that you have completed the following:

- ☐ Sections 3 to 6 have been completed in full as appropriate to your circumstances.
- ☐ You have signed and dated the Declaration (section 6).
- ☐ Certified copies of the full official transcripts of your previous academic record(s) have been provided in ENGLISH as well as the original language.
- ☐ A description of all units completed, taken from the institution's official handbook for the appropriate year, or other appropriate evidence have been provided.

Please note:

Faxed applications or documents are not acceptable. Processing of application requires an original or certified copy of relevant documents.

Applications which are incomplete or which have inadequate documentation will not be processed.