Transform leadership, change society
MASTER OF BUSINESS ADMINISTRATION (MBA)
Great business leaders understand their influence goes beyond the economy and has global impacts in society. Do you have what it takes to face today’s challenges to become one of tomorrow’s leaders?

Creating tomorrow’s leaders
MACQUARIE BUSINESS SCHOOL

For 50 years the Macquarie University Graduate School of Management (MGSM) has equipped thousands of graduates with the knowledge to navigate and succeed in a dynamic global economy.

Now offered by the University’s Macquarie Business School, our Master of Business Administration (MBA) provides a multidisciplinary approach built on collaboration with industry so graduates have the skills and experience to face future challenges.

Progressive, practical learning equips our graduates with the skills to approach business from a new perspective. As an engaged citizen, you will develop leadership qualities that can deliver innovative and sustainable solutions for businesses and communities alike.

We are constantly striving for ways to innovate and develop our programs. Just as the global economy has evolved and been disrupted by new technologies and business models, we too are changing and recognising the demands that shape our future leaders. Despite the changes to education, one constant remains – the Macquarie Business School experience is transformational at both a professional and a personal level.

Our vision is to be a business school that creates leaders who not only have a global mindset but also produce sustainable outcomes. Our pioneering approach differentiates our graduates from their peers and has secured our position as one of the world’s top business schools.

RANKED AMONG THE TOP 50
global post-MBA salary results
The Economist Which MBA? survey 2018

RANKED AMONG THE TOP 100
MBA programs worldwide
The Economist Which MBA? survey 2018
The Financial Times Global MBA ranking 2019

AACSB ACCREDITED
Only awarded to the top 5% of business schools worldwide
“The MBA program was definitely a personal and professional career highlight. Just three months after graduating, my MBA had already paid dividends with regards to career acceleration through an increased understanding of how to run a business in our fast paced technologically evolving world.

“The lecturers provided both academic and real-world insights to ensure relevance and inspire the class to achieve our best. The flexibility of the course structure and program allowed me to complete the program around the birth of my first child and whilst juggling work demands. I have made lifelong friends, exceptional networking contacts and now see business challenges as opportunities and not hurdles.”

Alana Newbrook
MASTER OF BUSINESS ADMINISTRATION, 2017
DIRECTOR – ADVISORY, KPMG AUSTRALIA
Our students represent a diverse range of ages, industry backgrounds and career experience. As a graduate of Macquarie Business School, you will join a global network of business leaders, influencers and organisations.

A world of lifelong connections

BE PART OF A GLOBAL ALUMNI NETWORK

A DIVERSE MBA COMMUNITY

- **ALUMNI FROM MORE THAN 70 COUNTRIES** in our extensive network
- **MORE THAN 45 COUNTRIES** represented by the student body, from Argentina to Zimbabwe
- **AVERAGE STUDENT AGE** with an average of 4 years’ management experience
- **STUDENT GENDER**
  - 63% male
  - 37% female
- **81% AVERAGE SALARY INCREASE**
  
  
  Financial Times Global MBA survey 2019
- **90% EMPLOYMENT**
  
  
  For graduates within three months of graduation
  
  Financial Times Global MBA survey 2019

A WIDE RANGE OF INDUSTRIES

- **BUSINESS/PROFESSIONAL SERVICES**
- **ENERGY/ENVIRONMENT**
- **FINANCE/Banking/INSURANCE**
- **GOVERNMENT**
- **MANUFACTURING/LOGISTICS**
- **MEDIA/ADVERTISING/PUBLIC RELATIONS**
- **PHARMACEUTICALS/HEALTHCARE**
- **TECHNOLOGY/TELECOMMUNICATIONS**
- **WHOLESALE AND RETAIL TRADE**
Design your own program

A TRULY FLEXIBLE MBA

CHOOSE FROM THREE CAMPUSES
You can take all core units and a selection of elective units at one of our three campuses – two in Sydney (North Ryde and Sydney City) and one in Hong Kong.

ENTRY REQUIREMENTS
An undergraduate degree (or equivalent qualification) with a minimum GPA of 5.0 out of 7.0 (credit average) and at least three years’ managerial or professional work experience.

Applicants who have not undertaken recognised studies in English (eg undergraduate degree) are likely to be required to demonstrate proficiency in English to an overall IELTS score of at least 7.0 (or equivalent), with a minimum 6.0 in each band.

FLEXIBLE STUDY OPTIONS
Each unit of study is delivered over 40 hours of class time in a term. You can choose between weekly classes (evening or morning), block classes or online study for selected units. This mix-and-match flexibility lets you tailor your studies around your professional and personal commitments.

ALTERNATIVE PATHWAYS FOR DOMESTIC STUDENTS
If you do not meet the direct entry requirements for the MBA, you can enter at the graduate certificate or graduate diploma level and work your way towards your MBA through our alternative pathways.

No matter which entry point or study mode you choose, all course units are taught at the MBA level. The graduate certificate and graduate diploma are also available to students who may want to take a more gradual approach towards their MBA.

SCHOLARSHIPS
A range of merit-based scholarships and bursaries are available to support eligible students. Find out more and apply: mq.edu.au/scholarships

<table>
<thead>
<tr>
<th>TUITION FEES (DOMESTIC AND INTERNATIONAL)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PER UNIT</strong></td>
</tr>
<tr>
<td><strong>PER YEAR</strong> Based on full-time study</td>
</tr>
<tr>
<td><strong>MASTER OF BUSINESS ADMINISTRATION (MBA)</strong> Based on two years full-time study</td>
</tr>
</tbody>
</table>

Terms start January, April, June and September. For application deadlines visit mq.edu.au/business
Our MBA program is flexible and dynamic – designed to extend, challenge and transform management professionals.

Study program

MASTER OF BUSINESS ADMINISTRATION (MBA)
All core units plus 6 elective units

CORE UNITS OF STUDY
- Accounting for Management
- Marketing Management
- Organisational Behaviour
- Strategic Frameworks
- Operations Management
- Information and Decision Analysis
- Financial Management
- Economic Context of Management
- Strategic Management
- Foundations of Management Thought

ELECTIVE UNITS OF STUDY
Choose from more than 40 electives offered across the following categories:
- Entrepreneurship
- Financial strategy
- Global perspectives
- Leadership and General Management
- Logistics and Operations Management
- Management Skills
- Marketing
- Strategy

STUDY LOAD

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FULL TIME</td>
<td>Two years (two units per term)</td>
</tr>
<tr>
<td>PART TIME</td>
<td>Study at your own pace; average time to complete is three years</td>
</tr>
</tbody>
</table>

Information is correct as of March 2019 but is subject to change from time to time. Please note that not all elective units are offered every year. For more information on specific units, global study tours and other offerings visit mq.edu.au/business
“This MBA has equipped me with a deep understanding of the different facets of a business in an ever-evolving global marketplace. It has helped me expand my horizon and be a more well-balanced professional through both in-class and real-world experiential learning. I made lifelong friends and am proud of being part of a dynamic and influential alumni community.”

Anupam Kaushal
MASTER OF BUSINESS ADMINISTRATION, 2016
PRODUCT OWNER, INTERSECTIVE (AUSTRALIA)
APPLICATION FOR ADMISSION
Master of Business Administration

Applications must be lodged by the closing date in accordance with the instructions. Applications by fax or email will not be accepted. All information required must be completed, and incomplete applications will delay assessment.

PERSONAL INFORMATION
1 Mr Mrs Miss Ms Dr Other
Family name or surname
First given name
Other given names
Preferred given name
Former surnames

Date of birth (dd/mm/yy)
Gender Male Female Rather not say Other (please specify)

CURRENT ADDRESS
3 Address
Suburb/town
State/postcode
Country

PERMANENT RESIDENTIAL (HOME) ADDRESS
This must not be a 'PO Box' address. For temporary residents of Australia and international students, this must be a non-Australian residential address.

If same as the residential address above, tick the box. OR
Address
Suburb/town
State/postcode
Country

OTHER CONTACT INFORMATION
All correspondence from the Macquarie Business School will be emailed to your preferred email address.

5 Preferred email
Home phone
Work phone
Mobile
Fax

IF CURRENTLY WORKING
6 Organisation
Position
Industry
Total years’ work experience
Total years’ managerial experience

7 Have you previously applied to or been enrolled as a student at Macquarie University?
No Yes
If yes, indicate year(s) of enrolment and student number (whether or not you proceeded with the course).
Course
Years applied/enrolled
Student number

PROGRAM CHOICE
8 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
Graduate Certificate of Management Post-MBA
Single Unit

Unit code Unit name

9 Indicate the term and year for which you are applying:
Term 1 (January) Year
Term 2 (April) Year
Term 3 (June) Year
Term 4 (September) Year

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?
No Yes
NEXT OF KIN OR EMERGENCY CONTACT INFORMATION

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td><strong>Full name</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Home address</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Suburb/town</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>State</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Postcode</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Country</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Home phone</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Work phone</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Mobile</strong></td>
</tr>
</tbody>
</table>

Relationship to applicant (tick (√) one option)

- Parent
- Brother/sister
- Spouse
- Son/daughter
- Partner
- Other (specify below)

RESIDENT STATUS

Provide a certified copy of your passport, Australian citizenship certificate or birth certificate.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 13 | What is your official resident status in Australia? (tick (√) one option)
|   |   |
|   | Australian citizen (including Australian citizen with dual citizenship – provide a certified copy of passport/Australian citizenship certificate)
|   |   |
|   | Yes
|   | No
|   | Yes, Aboriginal
|   | Yes, Torres Strait Islander
|   | Yes, Aboriginal and 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 resident 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?

COUNTRY OF BIRTH

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

ENGLISH LANGUAGE PROFICIENCY

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 15 | Applicants who have not undertaken recognised studies taught in English (eg undergraduate degree) are required to demonstrate proficiency in English.
|   |   |
|   | The required scores for English academic tests are:
|   |   |
|   | **IELTS Academic** (General tests not accepted)
|   | Overall 7.0, with minimum scores of 6.0 in all components
|   |   |
|   | **TOEFL (paper-based test)**
|   | Overall 600, with minimum scores for Listening 53, Writing 59, Reading 52 and Essay Writing 4.5
|   |   |
|   | **TOEFL (internet-based test)**
|   | Overall 100, with minimum scores for Speaking 18, Listening 12, Writing 21 and Reading 13
|   |   |
|   | **Pearson Test of English (PTE) Academic**
|   | Overall 65, with minimum scores of 50 in all components

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

- No. Have you undertaken an English language test?
  - Yes
  - No

Name of English test

Date taken

Result (if known)

*Attach a certified copy of your result.

PAYMENT USING FEE-HELP

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 16 | FEE-HELP is a loan scheme that assists eligible students to pay their tuition fees. For full details visit studyassit.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 studyassit.gov.au

SPONSORSHIP

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 17 | Is your employer providing you with financial support?
|   |   |
|   | No
|   | Yes

If yes, indicate level of financial support:

- Full-sponsorship (100%)
- Part-sponsorship
ACADEMIC QUALIFICATIONS

Provide details of your academic qualifications

<table>
<thead>
<tr>
<th>Name of institution and location</th>
<th>Course undertaken and qualification gained (including class of honours, where relevant)</th>
<th>Year of graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tertiary education (if applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Important information relating to your academic qualifications follows:

• 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 a current or previous education institution, a notary public, a representative who is registered with Macquarie University or a Macquarie University staff member.

• If the transcript is in your former name, evidence of change of name must be submitted.

• Documents not in English must be accompanied by certified translations.

• Original documents provided will not be returned.

OTHER PROFESSIONAL INFORMATION

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

PRIZES OR SCHOLARSHIPS AWARDED

20 List any scholarships or awards received.

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 eg CPA?

☐ No ☐ Yes

If yes, download and complete the Application for Recognition of Prior Learning form. 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 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.

Requirements: 2 referee reports

<table>
<thead>
<tr>
<th>Referee full name</th>
<th>Referee full name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job title/Company</th>
<th>Job title/Company</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home phone</th>
<th>Home phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Upon reviewing your application, Macquarie Business School reserve the right to arrange an interview with you to obtain additional information. **Please note references will only be accepted on current 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
   - if a visa has been issued to me, the Australian Government agency responsible for immigration and citizenship will be notified
   - other relevant authorities, such as the New South Wales Police Force 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 AU$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 Business School, 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 Macquarie Business School and Macquarie University staff, data service providers engaged by the University from time to time, the Employer Organisation and/or referees in circumstances when such disclosure is deemed necessary by the University to further the application, any other body which forms part of 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 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, the University may be unable to process my application or to conduct further correspondence. I understand that 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 Macquarie University and will be held by 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 resident status or certified copies of visa, passport or birth certificate
   - Certified copies of academic transcripts
   - Résumé/CV
   - 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

Ensure all questions are answered and all documentation is attached, as incomplete applications will delay assessment.

All documents submitted become the property of Macquarie University and will not be returned.
### APPLICANT DETAILS

1. **Family name or surname**
2. **First given name**
3. **Telephone**
4. **Email**

### REFEREE DETAILS

2. **Name of referee**
3. **Position**
4. **Organisation**
5. **Address**
6. **Telephone**
7. **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 the MBA program at Macquarie Business School and has nominated you as a referee.

The purpose of this 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 rate the applicant on the following characteristics (tick ✓ appropriate box). Use what you consider to be general managerial ability as a base for comparison.

<table>
<thead>
<tr>
<th>Characteristic</th>
<th>Very Poor (Lowest 10%)</th>
<th>Poor (Next 25%)</th>
<th>Average (Next 30%)</th>
<th>Good (Next 25%)</th>
<th>Excellent (Top 10%)</th>
<th>Comment (Optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drive to succeed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self discipline</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to work with others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initiative</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior executive potential</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Verbal skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Analytical skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Date

If you have any questions regarding the completion of this referee report, call +61 2 9850 7829 or email mqbs-mbqinfo@mq.edu.au
APPLICATION FOR ADMISSION
RETURNING STUDENT
Master of Business Administration

Applications must be lodged by the closing date in accordance with the instructions.
All information required must be completed, and incomplete applications will delay assessment.
If the returning student application is successful, credits may be granted for coursework previously completed depending on the recognition of prior learning policy at the time of return. Returning students must comply with current University policies regarding articulation and advanced standing.

<table>
<thead>
<tr>
<th>PERSONAL INFORMATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Mr</td>
<td>Mrs</td>
</tr>
<tr>
<td>Family name or surname</td>
<td></td>
</tr>
<tr>
<td>First given name</td>
<td></td>
</tr>
<tr>
<td>Other given names</td>
<td></td>
</tr>
<tr>
<td>Preferred given name</td>
<td></td>
</tr>
<tr>
<td>Former surnames</td>
<td></td>
</tr>
</tbody>
</table>

| Date of birth (dd/mm/yy) | 
| Gender | Male | Female | Rather not say | Other (please specify) |

<table>
<thead>
<tr>
<th>CONTACT DETAILS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Address</td>
<td></td>
</tr>
<tr>
<td>Suburb/town</td>
<td></td>
</tr>
<tr>
<td>State/postcode</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td></td>
</tr>
<tr>
<td>Preferred email</td>
<td></td>
</tr>
<tr>
<td>Home phone</td>
<td></td>
</tr>
<tr>
<td>Mobile</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NEXT OF KIN OR EMERGENCY CONTACT INFORMATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Full name</td>
<td></td>
</tr>
<tr>
<td>Home phone</td>
<td></td>
</tr>
<tr>
<td>Work phone</td>
<td></td>
</tr>
<tr>
<td>Mobile</td>
<td></td>
</tr>
<tr>
<td>Relationship to applicant (tick (✓) one option)</td>
<td></td>
</tr>
<tr>
<td>Parent</td>
<td></td>
</tr>
<tr>
<td>Brother/sister</td>
<td></td>
</tr>
<tr>
<td>Spouse</td>
<td></td>
</tr>
<tr>
<td>Son/daughter</td>
<td></td>
</tr>
<tr>
<td>Other (specify below)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PREVIOUS MGSM PROGRAM(S)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Please indicate previous MGSM program(s), year(s) of study and student number.</td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td></td>
</tr>
<tr>
<td>Years applied/enrolled</td>
<td></td>
</tr>
<tr>
<td>Student number</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROGRAM CHOICE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Please indicate which program you are applying for by placing a tick (✓) next to the relevant option. (Please tick one option only).</td>
<td></td>
</tr>
<tr>
<td>Experienced professionals:</td>
<td></td>
</tr>
<tr>
<td>Master of Business Administration (MBA)</td>
<td></td>
</tr>
<tr>
<td>Graduate Diploma of Management</td>
<td></td>
</tr>
<tr>
<td>Graduate Certificate of Management</td>
<td></td>
</tr>
<tr>
<td>Graduate Certificate of Management Post-MBA</td>
<td></td>
</tr>
<tr>
<td>Single Unit</td>
<td></td>
</tr>
<tr>
<td>Unit code</td>
<td>Unit name</td>
</tr>
</tbody>
</table>

| Term 1 (January) | Year |
| Term 2 (April) | Year |
| Term 3 (June) | Year |
| Term 4 (September) | Year |

<table>
<thead>
<tr>
<th>DECLARATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8 I wish to be considered for enrolment in the specified program at Macquarie Business School, and declare that the information submitted is correct and complete. I understand that the University reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information.</td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

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

BY MAIL OR IN PERSON
The Application Officer – MGSM MBA
Macquarie Business School
6 Management Drive
Macquarie University NSW 2109

MORE INFORMATION
Student Services Centre
T: +61 2 9850 7829
E: mqbs-mbainfo@mq.edu.au
RECOGNITION OF PRIOR LEARNING GUIDELINES

1 Formal, informal and non-formal learning contexts may be recognised 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

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
- 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 units: MGSM 820, 850, 860, 880, 956, 951, 952, 953, 955, 960, 985, nor 989.

F. Qualifications from the following professional bodies are granted RPL 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.

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.

INSTRUCTIONS

2 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):

- 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:

BY MAIL OR IN PERSON:
The Application Officer – MGSM MBA
Macquarie Business School
6 Management Drive
Macquarie University NSW 2109

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.

Information in this publication is correct as at November 2019, and is subject to change from time to time.
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**

<table>
<thead>
<tr>
<th>Please tick (✓) to request credit or substitution</th>
<th>Equivalent MGSM Unit</th>
<th>Previous Unit/ Program/ Degree Completed</th>
<th>Name of Institution</th>
<th>Year</th>
<th>Approved Y/N</th>
<th>Reason for the decision</th>
<th>Credit or Subn.</th>
<th>Program approved for</th>
<th>Academic reviewer's signature</th>
<th>Date signed</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Credit</td>
<td>Example: MGSM840 Accounting for Management</td>
<td></td>
<td>Deakin University</td>
<td>2009</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Substitution</td>
<td>Example: MBA Program or Unit xxx</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**THIS SECTION TO BE COMPLETED BY THE ACADEMIC REVIEWER**

<table>
<thead>
<tr>
<th>Credit or Substitution</th>
<th>Program approved for</th>
<th>Academic reviewer's signature</th>
<th>Date signed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 4.2 Informal + Non Formal (input data from overleaf)

- □ Credit
- □ Substitution

**Comments**

- □ Credit
- □ Substitution

**Comments**
### RPL SELF-ASSESSMENT REPORT (UP TO 2,000 WORDS)

B 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.)*

<table>
<thead>
<tr>
<th>Relevant learning outcomes</th>
<th>How I meet them</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Applicant:</strong> please identify the unit name or code you are seeking RPL for &amp; list all applicable unit or program specific criteria <em>(Refer to RPL Plan). Note: Each criteria should have its own section.</em></td>
<td></td>
</tr>
</tbody>
</table>

1. **Unit number or name:**  
2. **Unit number or name:**  
3. **Unit number or name:**  
4. **Unit number or name:**
**REFEREE SECTION** (INFORMAL AND NON FORMAL LEARNING APPLICATIONS ONLY)

**RPL PROFESSIONAL REFEREE REPORT**

Name of referee

Position

Organisation

Address

Telephone

Email

How long have you known the applicant?

What is your work connection with the applicant?

---

**B COMPLETE THE FOLLOWING:**

1. Insert all relevant 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, the MGSM Graduate Certificate of Management for credit performance equivalence criteria must be inserted.

2. Rate the applicant on the relevant 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.

(Applicant/Referee list applicable performance equivalence criteria below) Note: 1 criteria per line.

<table>
<thead>
<tr>
<th>Performance equivalence criteria(tick ✓ appropriate box)</th>
<th>Poor (lowest 30%)</th>
<th>Average (above 30%&lt;65%)</th>
<th>Good (above 65%&lt;90%)</th>
<th>Excellent (top 10%)</th>
<th>Further comment (optional)</th>
</tr>
</thead>
</table>

Referee Signature

Date
STUDENT DECLARATION

6 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 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, 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 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 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:

Student Services – MGSM MBA programs Macquarie Business School
6 Management Drive
Macquarie University NSW 2109

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

CHECKLIST

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.