

# International Exchange Information

2025 Factsheet



## 2025 TERM DATES

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### SUMMER

**\* Doing Business in Australia (DBiA) (Intensive)**  
January 2025  
Mon 13, Tues 14, Thur 16,  
Mon 20 & Wed 22

### TERM 1

13 January – 23 March  
(Exam week: 24 March – 28 March)

### TERM 2

7 April – 15 June  
(Exam week: 16 - 20 June)

### TERM 3

30 June – 7 September  
(Exam week: 8 - 12 September)

### TERM 4

22 September – 30 November  
(Exam week: 1–5 December)

All term dates are inclusive of orientation and examinations.

**\* Doing Business in Australia (DBiA)**  
**Subject Fee of AUD\$150 to be paid by all enrolled students.**  
**Optional excursion costs may apply.**



## ELIGIBILITY AND APPLICATION PROCESS

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### ENTRY REQUIREMENTS

All Exchange Program participants must have completed all core MBA subjects before commencing their exchange enrolment at MBS. They should also have completed an equivalent undergraduate degree and have a minimum of 2 years' full-time work experience. Non-MBA students must meet specific academic pre-requisites and should email [studentervices@mbs.utsu](mailto:studentervices@mbs.utsu) for more information.

### APPLICATION PROCESS AND DEADLINES

Students are required to complete an online Exchange Registration form. The link to this form is sent to students via email, upon formal nomination by their home institution. Students must also supply the following compulsory supporting documentation:

- Certified copy of passport (bio page)
- Current photo (JPEG format)
- Certified copy of official academic transcript
- One-page resumé
- Evidence of Health Insurance (Valid in Australia)

### NOMINATIONS

Exchange partners will be emailed an online nomination link prior to each exchange period.

Nominations need to include the following information:

- First Name and Last Name (needs to be same as passport)
- Date of Birth
- Gender
- Nationality
- Name of Home University
- Email address
- Current degree
- Exchange term dates at MBS

# PROGRAM INFORMATION

## LANGUAGE REQUIREMENT

All classes are taught and assessed in English and require a high level of English language proficiency. We expect exchange students to possess a standard of English comprehension (written and verbal) which is comparable to that of our MBA students. Students whose first language is not English, and who have not undertaken tertiary study in English are recommended to take either IELTS or TOEFL test. **While this is not mandatory for acceptance, students and exchange coordinators should give adequate consideration to these recommendations before nominating.**

### MBS MBA English requirements

IELTS 7.0 (no single band lower than 6.5) or TOEFL internet based 102 + written score of 24, and no band less than 21. We do not offer language courses.

## NOMINATION DATES

	NOMINATIONS	REGISTRATION DATES
Term 1 / Summer 2025	21 October 2024	11 November 2024
Term 2	13 January 2025	3 February 2025
Term 3	7 April 2025	28 April 2025
Term 4	30 June 2025	21 July 2025
Term 1 / Summer 2026	20 October 2025	10 November 2025

### Please note

While we require nomination according to these dates, we may consider a late nomination, provided there is sufficient time for students to obtain a visa and enrol into subjects. Nominations must be made by your home university.

## CONTACT INFORMATION

For more information on exchange or questions regarding nominations, please email Christian Raffe at [c.raffe@mbs.edu](mailto:c.raffe@mbs.edu) or Student Services at [studentservices@mbs.edu](mailto:studentservices@mbs.edu)

## COURSE DETAILS

### Course

Master of Business Administration (MBA) - elective subjects only

### Credits

Each subject is worth 12.5 credit points. A full-time course load (4 subjects) equates to 50.0 credit points.

### Subject Enrolment

Subject offerings and timetables will be provided upon nomination by the home university. Average class size is 60 students. Please note that subject enrolment requests completed during the registration may be subject to change based on subject class caps.

### Attendance

With the exception of illness and other extenuating circumstances, exchange students are required to attend all classes in-person.

### Workload

A full-time study load is 4 subjects per term. If a student has the explicit permission of their home university, we can consider a reduced study load; however please note that the student visa requires students to be undertaking full-time study within the exchange program. Please provide written advice from your home university when submitting your subject enrolment request for a reduced study load, while ensuring compliance with visa regulations.

**Each subject at MBS is 30 contact hours in duration**, which may be taught in a range of formats: daytime, evening, weekend, hyper-intensive (e.g. over 5 consecutive days). Scheduling of elective subjects is typically one 3-hour class per week x 10 weeks.

Terms are generally 10 weeks in duration, followed by an examination week. Exchange students will generally be attending classes with Part-time MBA students, who work full-time. Exchange students must be flexible to attend MBS syndicate group meetings, nearly always held on evenings and weekends.

### Examinations

Exams are held in the week following the last week of teaching each term and attendance at scheduled exams is compulsory. Students should ensure that they arrange their travel accordingly. Failure to attend an exam will result in a fail for the entire subject. For all subjects, the final exam (or equivalent piece of assessment) is a hurdle requirement, therefore students must pass their exam in order to pass the subject.

### Release of Results

Soft copies of academic transcripts will be made available through a secure online service called My eEquals. Students who have completed studying at MBS will have access to My eEquals and their official academic transcript online via a link sent to their University of Melbourne email account. Students can then share an encrypted link via the secure platform for their home institution to gain access.

### Grading

Grades are a percentage mark of 1 to 100; 50 being the minimum mark required to pass.

Grade	Description	Mark
H1	First Class Honours	80 - 100
H2A	Second Class Honours Division A	75 - 79
H2B	Second Class Honours Division B	70 - 74
H3	Third Class Honours	65 - 69
P	Pass	50 - 64
N	Fail	0 - 49
CMP	Completed (marked on a pass/fail)	CMP
WD	Withdrawal approved by Faculty for good cause	WD

# LIFE AT MBS

## Facilities & Location

The School is located within a 10-minute walk to the CBD and sits directly opposite a lush green park where students can be found relaxing in the shade or participating in various activities.

Inside the School you will find a range of well-equipped spaces, including state-of-the-art lecture theatres and syndicate rooms, designed specifically to maximise effective learning and communication. MBS students also receive free access to a gym and have their own dedicated lounge equipped with foosball and table tennis tables, as well as complimentary tea, coffee and chilled water.

## Clubs & Student Representative Council (SRC)

Ongoing social activities for students are organised by the School as well as students. SRC and club-led events include social and cultural events, sporting activities, end of term celebrations and presentations from industry professionals.

## Student Services

The Student Services team are dedicated to looking after students during their study with MBS. They can assist you with all enrolment, timetabling, exam, assignment and result enquiries. They are your first point of contact for any queries you might have.

## Career Services

Exchange students are welcome to attend workshops conducted by Career Services and will also have access to online career development tools.



# INFORMATION

## ARRIVAL INFORMATION SESSION

An Arrival Information Session is run at the beginning of each exchange period. It is highly recommended you attend this as it gives an opportunity to ask any questions you may have and meet your fellow exchange students.

## LIVING EXPENSES

MBS is a small campus, just outside the Melbourne central business district (approximately 20 minutes from the Tullamarine Airport). We do not offer on-campus accommodation for students, and tips on obtaining housing are available during the application process. Rent AUD \$450 – \$700 per week (single occupancy) shared accommodation may cost less.

Groceries and eating out AUD \$200 – \$350 per week

Gas, electricity AUD \$150 - \$250 per week

Phone and Internet AUD \$70 – \$150 per week

Public transport AUD \$50 – \$80 per week

Entertainment AUD \$100 – \$200 per week

## ACADEMIC EXPENSES

We advise students to budget approximately AUD\$200 per subject for books.

## HEALTH INSURANCE & VISAS

The Department of Home Affairs requires exchange students traveling on a Student Visa to have Overseas Student Health Cover (OSHC) in place for the duration of their visa. Further information will be provided in the application process.

## COVID VACCINATION REQUIREMENTS

Information and advice regarding COVID-19 – including vaccination requirements – is rapidly changing. To view the most current requirements for international travellers entering Australia, students must refer to the information and advice of the Department of Health's [COVID Advice for International Travellers](#) page.