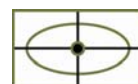


# SPECIAL ENTRY POLICY

POSTGRADUATE PROGRAMS



CHIFLEY BUSINESS SCHOOL

**All enquiries and submissions should be directed to:**

**Chifley Business School**

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## CHIFLEY POSTGRADUATE PROGRAMS SPECIAL ENTRY POLICY

Most applicants for entry into Chifley postgraduate programs hold a three or four-year undergraduate degree, and have had three years work experience. However, as Chifley postgraduate programs are designed for working professionals, we do offer places to applicants without degrees who can demonstrate an ability to succeed at postgraduate study.

Successful special entry applicants are mainly mature-age students who can demonstrate that they have had appropriate education and experience in the workplace. They are usually employed in positions of responsibility requiring the management of significant financial, capital and/or human resources.

### How do I show that I can succeed at postgraduate study?

To offer you a place in the program we're looking for evidence that you can succeed at postgraduate study, so we need you to provide:

1. A letter from you, addressing the relevance of the Chifley postgraduate program to your current job responsibilities and the benefits you expect to gain by studying,
2. Evidence of any previous formal education, even if partially completed (i.e. an academic transcript or certificate of completion). A list of courses is not sufficient; copies of certificates and/or transcripts must be provided,
3. A comprehensive Curriculum Vitae, which covers the managerial responsibilities you have held during your career (please note detailed technical knowledge is not required), and
4. A letter of support from your employer, which confirms your current position and your ability to succeed in the Chifley postgraduate program you wish to undertake.

\* see guidelines below if you are self-employed

### How do you assess my application for special entry?

We accept up to 5% of each study period's intake as Special Entry enrolments. To assist in the selection process, points are allocated on the following basis:

Relevance of the Chifley postgraduate program to you	10 points
Ability to succeed at postgraduate study via distance learning	10 points
Letter of support from employer	10 points
Managerial responsibilities	10 points
<b>Maximum possible score</b>	<b>40 points</b>

To be considered for entry you need to score a minimum of 28 points.

### *1. Relevance of the Chifley postgraduate program to you*

Chifley postgraduate programs have been designed for managers and professionals in roles of responsibility seeking a formal qualification.

#### **Points Allocation**

Relevance of program(s) to current responsibilities	maximum available 5 points
Expected benefits of undertaking the program(s)	maximum available 5 points

### *2. Ability to succeed at graduate study via distance learning*

The programs have been designed for degree holders who are assumed to have acquired a facility for independent study with a minimal amount of direct assistance. The program also assumes reasonable background in areas such as mathematics. The level of difficulty of assessment tasks is set according to what would be expected of degree holders in programs of this type. Special entry applicants are required to submit copies of course certificates and any tertiary education results in order to display an ability to succeed at postgraduate study.

#### **Points Allocation**

Any previous post-secondary study at a recognised institution	maximum 4 points
Any previous short courses	maximum 3 points
Any previous formal workplace programs	maximum 3 points

### *3. Letter of support from your employer*

Please ensure your letter of support contains ALL of the following information.

#### **Points Allocation**

Confirmation of the applicant's position in the company	maximum 2 points
An indication of how the program will be beneficial to both the applicant and the company	maximum 3 points
An assessment of the applicant's ability to succeed at independent study via distance learning	maximum 3 points
Whether the company will be prepared to give the applicant time off and/or provide financial assistance	maximum 2 points

\* Self-employed applicants

Consideration is given to applicants who are self-employed, e.g. consultants, who will be unable to gain points in some of the categories listed. In these circumstances the points will be allocated on a pro-rata basis.

#### 4. Managerial Responsibilities

Please ensure the below information is included in your application letter, CV or letter of support from your employer.

##### Points Allocation

Level of financial responsibility	<\$1m	\$1m-\$2m	>\$2m
Maximum points	1	2	3

Breadth of supervisory responsibilities	<20 staff	20-50 staff	>50 staff
Maximum points	1	2	3

Years of management experience	1-2 years	3-5 years	>5 years
Maximum points	0	3	4

#### How can I maximise my chances of being accepted?

Please provide ALL of the requested information, and ensure the information you provide covers the four categories we use to assess your application: i.e. the relevance of Chifley postgraduate programs to you, your ability to succeed at postgraduate study, the letter of support from your employer and your managerial responsibilities.

However, you need to be aware that your acceptance in the program is also dependent on how many other special entry applications are received. Unfortunately, we cannot guarantee that you will be accepted into the program, even if you do reach the entry score of 28 points.

#### Terms and Conditions

- > Special entry applicants are initially enrolled in the Graduate Certificate of Management, and are expected to display strong academic progress. Once you have successfully completed the Graduate Certificate, you will then be approved to enrol in the MBA (or Graduate Diploma).
- > Successful special entry applicants are encouraged to successfully complete the core (Group A) units before attempting the elective (Group B and C) units.
- > Successful special entry applicants will be restricted to enrolling in a maximum of two units per study period until all of the requirements of the Graduate Certificate

have been completed.

- Special Entry applicants are ineligible for credits/exemptions for previous study. Only students who receive automatic entry to the program are eligible.

### **How to Apply**

1. Complete an application for enrolment form
2. Include ALL of the required additional information
3. Submit your complete application by the enrolment deadline

For closing dates, please refer to the website.

Applicants will be notified of their results in writing within 4 weeks of submitting a Special Entry application.

Late applications will not be accepted.

### **GETTING YOUR DOCUMENTS CERTIFIED**

We do not accept original copies of your qualification and academic results. You should make a photocopy of the original document and take the original and the copy to an authorised person.

*What the certified copy should include:*

- Each page of the document must have the following information:  
"I have sighted the original document and certify this to be a true copy of the original."
- The authorised person should then sign and date each statement and provide their designation and employer number (if available).

#### **List of authorised persons to witness statutory declarations:**

Please note that some authorised persons listed below are only relevant to Australia.

- A justice of the peace or a bail justice
- A public notary
- A barrister and solicitor of the supreme court
- The prothonotary or a deputy prothonotary of the supreme court
- The registrar of a deputy registrar of the county court
- The principal registrar of the magistrates' court or a \*registrar of deputy registrar of the magistrates' court
- The registrar of probates or an assistant registrar of probates
- The associate to a judge of the supreme court or of the county court

- > The secretary of a master of the supreme court or of the county court
- > A registered patent attorney
- > A member of the police force
- > The sheriff or a deputy sheriff
- > A member or former member of either House of the Parliament of Victoria
- > A member or former member of either House of the Parliament of the Commonwealth
- > A councilor of a municipality
- > A senior officer of a council
- > A registered medical practitioner
- > A registered dentist
- > A veterinary practitioner
- > A pharmacist
- > A principal in the Victorian government teaching service
- > The manager of a bank
- > A member of the institute of chartered accountants in Australia or the Australian Society of Accountants or the National Institute of Accountants
- > The secretary of a building society
- > A minister of religion
- > A Victorian public servant with authorisation to sign statutory declarations
- > A fellow of the Institute of Legal Executives (Victoria)