

SPECIAL ENTRY POLICY

APESMA postgraduate programs, delivered by Chifley Business School, are Australia's largest with over 8,000 graduates worldwide. APESMA postgraduate programs include the APESMA MBA with students from over 500 corporations in 50 countries.

Most applicants for entry into APESMA postgraduate programs hold a three or four-year undergraduate degree, and have had three years work experience. However, as APESMA 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 APESMA 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 APESMA 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:

1. Relevance of the APESMA postgraduate program to you	10 points
2. Ability to succeed at postgraduate study via distance learning	10 points
3. Letter of support from employer	10 points
4. Managerial responsibilities	10 points
MAXIMUM POSSIBLE SCORE	40 points

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

1. Relevance of the APESMA postgraduate program to you

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

Points Allocation

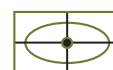
- a) Relevance of program(s) to current responsibilities—maximum available 5 points.
- b) Expected benefits of undertaking the program(s)—maximum available 5 points.

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

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



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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 the APESMA MBA 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 APESMA 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

- Complete an enrolment form for the program
- Include ALL of the required additional information
- Submit your complete application by the enrolment deadline.

For closing dates, please refer to <http://www.mba-distance-learning.com>.

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

Late applications will not be accepted.