THE UNIVERSITY OF MELBOURNE

Melbourne Business School

Application Preparation Guide

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Before you begin

Choose the program you are interested in and check your eligibility.

Ensure you meet minimum eligibility to apply including English language requirements.

BUSINESS ADMINISTRATION
Graduate Certificate or Professional Certificate

To apply for the online Graduate Certificate or Professional Certificate in Business Administration, applicants must have:

- [ ] An undergraduate degree AND at least two (2) years of documented full-time professional work experience, OR
- [ ] A minimum of six (6) years of documented full-time professional experience
- [ ] Met the University's English language requirements.

BUSINESS ADMINISTRATION
Masters or Graduate Diploma

To apply for the online MBA or online Graduate Diploma in Business Administration, applicants must have:

- [ ] An undergraduate degree AND at least two (2) years of documented full-time professional work experience, OR
- [ ] A minimum of six (6) years of documented full-time professional experience
- [ ] Contact details for two professional referees
- [ ] Met the University's English language requirements.

APPLIED BUSINESS ANALYTICS
Graduate Certificate

To apply for the Graduate Certificate in Applied Business Analytics, applicants must have:

- [ ] Completed an undergraduate degree, and
- [ ] Two years of documented full-time professional work experience
- [ ] Met the University's English language requirements.

APPLIED BUSINESS ANALYTICS
Masters or Graduate Diploma

To apply for the Master or Graduate Diploma in Applied Business Analytics, applicants must have:

- [ ] A university degree in any discipline and weighted average mark (WAM) of 65% in the Graduate Certificate in Applied Business Analytics, or
- [ ] A university degree and weighted average mark (WAM) of 65% in one of the related areas: commerce, mathematics, physics, computer science, information systems, engineering or science and
- [ ] Two years of documented full-time professional work experience
- [ ] Meet the University's English Language requirements.

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Before you begin

Ensure you meet minimum eligibility to apply including English language requirements.

ENGLISH LANGUAGE REQUIREMENTS

Documented evidence of meeting the accepted minimum scores within the previous 24 months may be required. For more information on English language requirements, visit the University of Melbourne website.

BUSINESS ADMINISTRATION

The minimum accepted scores are:

- IELTS (Academic English only):
  Overall score of 7.0 (with no individual band less than 6.5
- TOEFL Internet-based Test:
  Overall score of 91 (with writing 23; speaking 22; reading 19; listening 19)
- Pearson Test of English Academic (PTE):
  Overall score of 72 (with writing 65; speaking 66; reading 64; listening 64)
- Cambridge C1 Advanced:
  Overall score of 178 (with writing 180; speaking 187; reading 168; listening 168)
- LanguageCert Academic:
  Overall score of 73 (with writing 71; speaking 76; reading 65; listening 62)
- Michigan English Test (MET):
  Overall score of 62 (with writing 64; speaking 53; reading 59; listening 59).

APPLIED BUSINESS ANALYTICS

The minimum accepted scores are:

- IELTS (Academic English only):
  Minimum score of 7.0 overall (writing 6.5; speaking 6.5; reading 6.5; listening 6.5)
- TOEFL Internet-based Test:
  Minimum score of 91 (writing 23; speaking 22; reading 19; listening 19)
- Pearson Test of English Academic (PTE):
  Minimum score of 72 (writing 65; speaking 66; reading 64; listening 64)
- Cambridge C1 Advanced:
  Minimum score of 178 (writing 180; speaking 187; reading 168; listening 168)
- LanguageCert Academic:
  Minimum score of 73 (writing 71; speaking 76; reading 65; listening 62)
- Michigan English Test (MET):
  Minimum score of 62 (writing 64; speaking 53; reading 59; listening 59)

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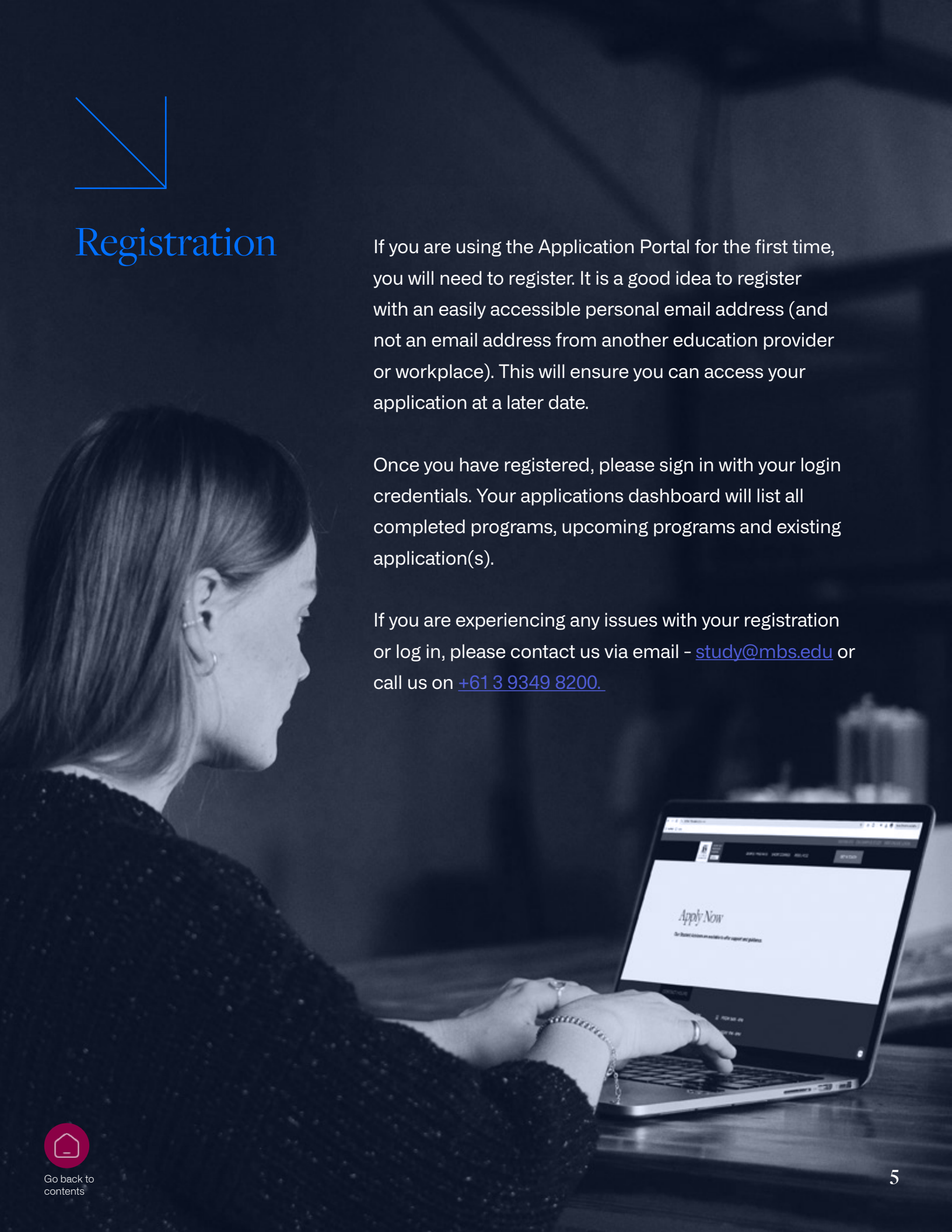
Registration

If you are using the Application Portal for the first time, you will need to register. It is a good idea to register with an easily accessible personal email address (and not an email address from another education provider or workplace). This will ensure you can access your application at a later date.

Once you have registered, please sign in with your login credentials. Your applications dashboard will list all completed programs, upcoming programs and existing application(s).

If you are experiencing any issues with your registration or log in, please contact us via email - study@mbs.edu or call us on +61 3 9349 8200.



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Documentation requirements

As part of your degree program application, you are required to provide supporting documentation.

Below are some examples of the types of documentation required for each section. It is important to get your documentation right, otherwise your application may not be considered.

Melbourne Business School reserves the right to request for additional documentation to verify your qualification. Applications where information or documentation is incomplete may not be considered.

If you are unable to provide any of the required documentation, please contact us via email - - study@mbs.edu or call us on +61 3 9349 8200.

BUSINESS ADMINISTRATION						
	Identity	Personal Statement	Referee Report	Academic History	Employment History	English Language
Master of Business Administration	✓	Optional	✓	✓	✓	✓
Graduate Diploma in Business Administration	✓	Optional	✓	✓	✓	✓
Graduate Certificate in Business Administration	✓	N/A	N/A	✓	✓	✓
Professional Certificate in Business Administration	✓	N/A	N/A	✓	✓	✓

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Documentation requirements

APPLIED BUSINESS ANALYTICS						
	Identity	Personal Statement	Referee Report	Academic History	Employment History	English Language
Master of Applied Business Analytics	✓	N/A	N/A	✓	✓	✓
Graduate Diploma in Applied Business Analytics	✓	N/A	N/A	✓	✓	✓
Graduate Certificate in Applied Business Analytics	✓	N/A	N/A	✓	✓	✓

Documentation tips:

- If any of your documents are not in English, you will need to provide certified translated copies. Our preference is translations made by NAATI qualified translators.
- Ideally, you should upload one document per section. If you have multiple documents for a single entry (e.g. Transcripts and Certificate), please combine these into a single PDF document. If you are unable to upload a PDF document, the system supports other document formats, including .doc files.

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Identity

Australian citizens are required to provide one of the following:

- [ ] Citizenship Certificate
- [ ] Birth Certificate
- [ ] Valid passport (showing passport ID number, place of birth, DOB, Expiry date).

Australian Permanent Resident and other visa holders are required to provide all the following:

- [ ] Valid passport (showing passport ID number, place of birth, DOB, Expiry date), AND
- [ ] A copy of your current valid visa letter (if applicable).

If your name differs on your supporting documentation, please provide one of the following:

- [ ] Change of name certificate
- [ ] Marriage Certificate.

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Personal Statements

Personal statements are optional for the Graduate Diploma and Master of Business Administration should you wish to provide additional information where necessary to strengthen your application.

These are the optional questions:

1. Are there any additional comments you would like to make to help us better assess your application?

For example, major personal or professional achievements, management or leadership experience or major life events that may strengthen your application.

2. Please explain any periods of poor academic performance and how you have reflected and grown from them.

Referees

Note: Referee details are only required for the Master of Business Administration and Graduate Diploma in Business Administration.

If needed, please provide contact details of two professional referees. Your nominated referees should:

- Have known you for at least six months and can speak to your skills, experience and character in a work or professional setting.
- Be a professional referee such as a manager, supervisor, client, or stakeholder. Reports from friends, relatives, or personal relationships will not be accepted.

Please note, when reviewing your complete application, the Selection Committee may contact your referees for further information.

Academic History

If you have completed any tertiary studies, please provide the following:

- [ ] Official academic transcripts and evidence of completion for all completed tertiary qualifications.
- [ ] Academic transcripts for any incomplete or attempted tertiary studies (if applicable).

Academic transcripts must include:

- [ ] Your name and the name of the awarding institution
- [ ] Each subject taken and the mark/grade received
- [ ] An explanation of the grading schema.

Please note: If you have received Advance Standing for prior learning, please make sure to submit the academic transcripts that display the results where the Advance Standing was granted.

Employment History

CV/resume

Your CV/resume should include:

- [ ] Employment history including duration (month and year), tasks or duties and responsibilities for each role to date
- [ ] Education
- [ ] Volunteer work/internships (if any)
- [ ] Achievements
- [ ] Awards/prizes/scholarships (if any).

Please note that evidence or an explanation is required for any gaps longer than six months in your CV/resume.

You may also provide your LinkedIn and/or work reference letters (where applicable).

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English Language

- **IELTS Academic English:** Minimum score of 7.0 overall (writing 6.5; speaking 6.5; reading 6.5; listening 6.5)
- **TOEFL:** Minimum score of 91 (writing 23; speaking 22; reading 19; listening 19)
- **Pearson:** Minimum score of 72 (writing 65; speaking 66; reading 64; listening 64)
- **Cambridge C1 Advanced:** Minimum score of 178 (writing 180; speaking 187; reading 168; listening 168)
- **LanguageCert Academic:** Minimum score of 73 (writing 71; speaking 76; reading 65; listening 62)
- **Michigan English Test (MET):** Minimum score of 62 (writing 64; speaking 53; reading 59; listening 59)

Course specific requirements can be found above under 'Before you begin'.

If you've completed an undergraduate degree, or a graduate degree of at least two years duration, where the degree was taught and assessed entirely in English, you may satisfy the University's English requirements. Applications will be assessed on a case-by-case basis.

Please note:

You can only submit results from one sitting within 24 months preceding the proposed date of commencement of enrolment.

The University does not accept the revised TOEFL Paper-delivered Test of ITP. The University also does not accept any online/at home versions of the tests listed above. English language proficiency tests must be taken at a test centre in one sitting.

The University will only accept approved English test results conducted in the student's country of citizenship, their last country of education, or their current country of residence or employment.

Recognition of Prior Learning (RPL)

Recognition of prior learning (RPL) may be considered based on professional qualifications or prior study of relevant subject(s) at a recognised academic institution.

RPL options depend on your selected program. These details are outlined below.

BUSINESS ADMINISTRATION

If applying for the online Graduate Diploma in Business Administration or the online MBA, you may be eligible to apply for RPL for up to 4 core subjects.

The core subjects eligible for RPL are:

- [ ] Data Analytics for Decision Making
- [ ] Finance
- [ ] Financial Accounting
- [ ] Managerial Economics
- [ ] Managing People
- [ ] Marketing
- [ ] Operations
- [ ] Strategic Management.

APPLIED BUSINESS ANALYTICS

If applying for the Graduate Diploma in Applied Business Analytics or Master of Applied Business Analytics, you may be eligible to apply for RPL for up to 4 subjects (50 credit points).

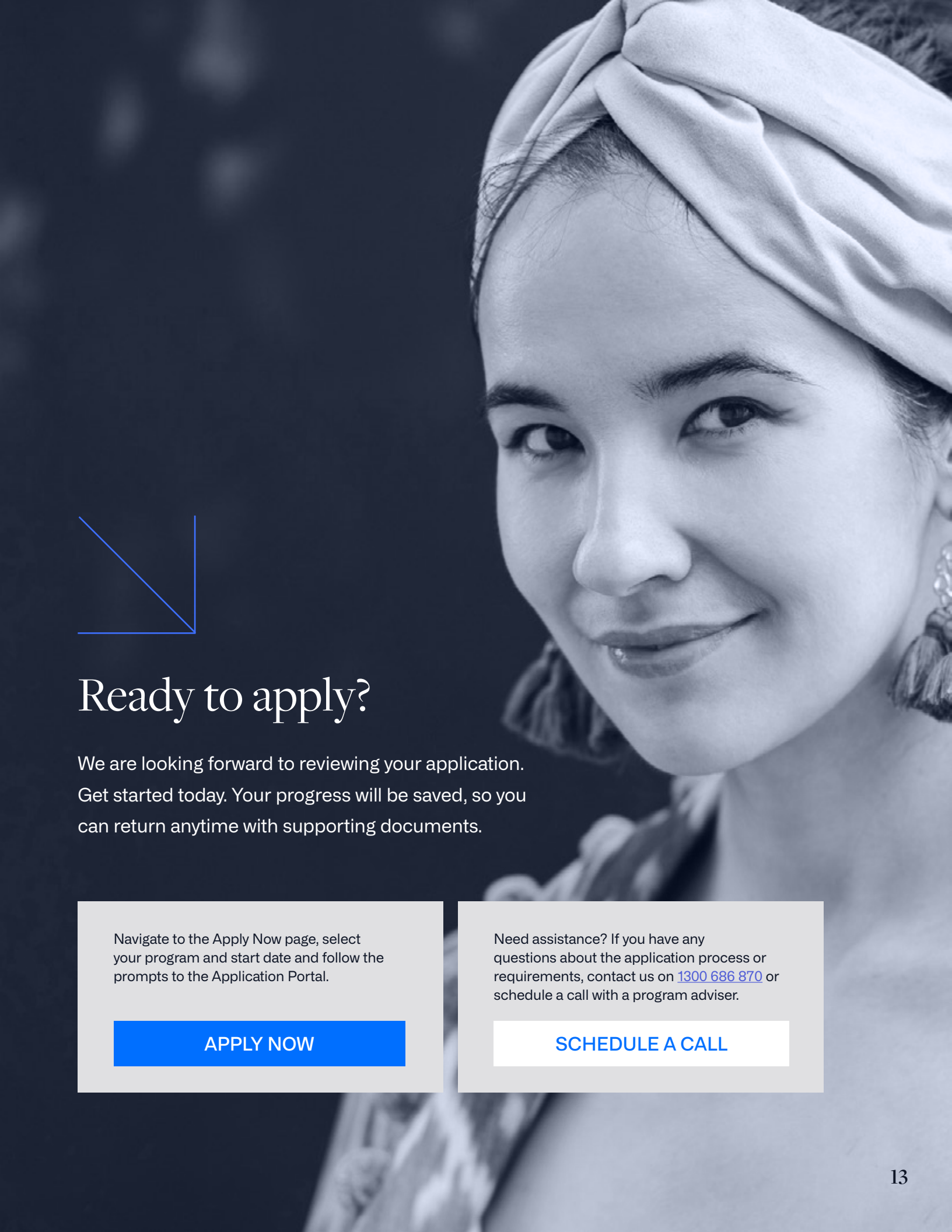
Subjects eligible for RPL are:

- [ ] Foundations of Data Analysis
- [ ] Programming for Analytics
- [ ] Data Platforms for Analytics
- [ ] Modelling and Predictive Analytics.

Please note: Time limitations as well a credit cap will apply according to school policy. RPL is not available for other Melbourne Business School online programs.

To apply, please provide the following:

- [ ] Academic transcript/s (as per the Academic History section)
- [ ] Unit outline/Subject syllabus (for each subject) in the year it was completed
- [ ] Evidence of a professional qualification
- [ ] Evidence of extensive work experience in the relevant subject (Applied Business Analytics program only).



Ready to apply?

We are looking forward to reviewing your application. Get started today. Your progress will be saved, so you can return anytime with supporting documents.

Navigate to the Apply Now page, select your program and start date and follow the prompts to the Application Portal.

APPLY NOW

Need assistance? If you have any questions about the application process or requirements, contact us on 1300 686 870 or schedule a call with a program adviser.

SCHEDULE A CALL