

Purpose of this Form

If you are currently enrolled in a postgraduate program at the University of New South Wales other than the Master of Business and Technology (MBT) Program, and wish to study one or more MBT courses, you must complete this form.

Entry requirements for MBT Courses

In order to be eligible to study an MBT course you must have at least 4 years business experience. A curriculum vitae detailing your work experience must accompany this form.

Approval by Head of School

A written statement of approval, signed by the Head of School responsible for the program in which you are currently enrolled, must accompany this form. Your enrolment will not be processed until this is received.

Office use only

Please print clearly, and place a tick in the relevant boxes.

CURRENT PROGRAM

Program Code:

Program Name:

Responsible School/Faculty:

Contact Name & Telephone:

1. STUDENT IDENTIFICATION NUMBER

Your student identification number

2. PERSONAL DETAILS

Title:

Other Names:

Date of Birth: / /
Day Month Year

Family Name:

Preferred Name:

Sex: M F

Are you an Australian or New Zealand citizen? Yes No

If no, state your country of citizenship:

Are you an Australian permanent resident? Yes No

3. ADDRESSES

A POSTAL ADDRESS (Address to be used for all paper-based correspondence.)

Address:

State: Postcode: Country:

B STUDY GUIDE DELIVERY ADDRESS Study materials must be signed for on delivery. The Study Guide Delivery Address must be a physical address (a PO Box or Locked Bag is not acceptable). A business address is preferred.

Company:

Address:

State: Postcode: Country:

C EMAIL ADDRESS

Your UNSW student email address will be used for all electronic communication during Session. The email address below is used to confirm details of dispatch of your course materials only.

4. TELEPHONE DETAILS

Telephone (Daytime):

Telephone (Evening):

Mobile:

Fax:

5. COURSES TO BE TAKEN IN YOUR NEXT SESSION

List in this section only those MBT courses in which you are enrolling for the next Session. The details of the courses offered in each Session are to be found on the MBT Student website (www.student.mbt.unsw.edu.au).

Year: Session: (ie: Summer, Session 1 or Session 2)

Course Code	Course Name	Delivery Mode*

*D (Distance) or F (Face-to-Face)

If you are planning to study in face-to-face mode, you are required to complete a **Class Timetable Form** and return it with your **Cross Program Enrolment Form**. This form is available on the MBT Student website (www.student.mbt.unsw.edu.au) in the Forms section. Note that places in face-to-face classes held at the UNSW Kensington campus are limited, and are allocated on a 'first-come first-served' basis.

6. IMPORTANT INFORMATION

A DEADLINES FOR RECEIPT OF CROSS PROGRAM ENROLMENT FORMS

Enrolments for MBT courses close several weeks earlier than those for other programs, as data must be finalised in order to send students their study materials four weeks prior to the start of Session.

Re-enrolments close:	For Session 1, 2005	16 January 2005
	For Session 2, 2005	12 June 2005
	For Summer Session, 2006	20 October 2005

Enrolments received after the deadline for the relevant Session will be assessed on a case by case basis.

B STUDY MATERIALS

As a student in the MBT Program you will be supplied with a comprehensive package of study materials for each MBT course that you undertake.

The Study Guide, which forms the core of these materials, is supplied both in printed form, and on CD ROM.

Many courses also have prescribed textbooks. Textbooks are not supplied as part of the package of learning materials, but you can order these via the MBT student website (www.student.mbt.unsw.edu.au).

The dates for finalisation of classes and dispatch of Study materials for 2005 is four weeks prior to start of session. Study materials are delivered no later than two weeks before the formal commencement of studies.

C APPROVAL FROM CURRENT SCHOOL/FACULTY

Before approaching the MBT Office to enrol in an MBT course, you **must** obtain approval from your current Head of School/Department. No concessions will be granted re financial or academic penalty should you need to discontinue your enrolment in an MBT course if it is not able to be credited to your current Program.

7. PRIVACY NOTIFICATION

The University of New South Wales (UNSW) acknowledges and respects the privacy of individuals. The information you provide on this application form is "personal information" as defined by the Privacy and Personal Information Act/1998 (NSW) [the Act].

The information you provide is collected and held by UNSW in order to assess your application for admission to a postgraduate course work program and for administrative and statistical purposes, or to send you information about UNSW activities that may be of interest to you. You have the right of access to, and alteration of, the information concerning yourself in accordance with the Act and the UNSW Privacy Management Plan. UNSW will not disclose your personal information without your consent and without due cause, except as required by law. You have the right to refuse this consent, but if the consent is not given your application may not be processed. Express consent to disclosure is given in 8 below.

8. DECLARATION AND SIGNATURE

I declare that the information submitted in this application is correct and complete. I authorise the University to obtain information from any tertiary institution previously or currently attended by me. If any information supplied by me is considered to be untrue, incomplete or misleading in any respect, I understand the University may take such action as it believes necessary including the disclosure of the information to any person or body the University considers has a legitimate interest in receiving it and I consent to such disclosure. I understand the University reserves the right to vary or reverse and decision made on the basis of untrue, incomplete or misleading information

Name: (print)

Signature :

Date: / /
Day Month Year

Unsigned applications will not be processed.

PLEASE RETURN YOUR COMPLETED APPLICATION TO:

Cross Program Enrolments,
Master of Business & Technology Program
Level 3, Newton Building,
The University of New South Wales
UNSW Sydney NSW 2052, Australia

Telephone: +61 2 9385 6660
Facsimile: +61 2 9385 6661
Email: mbt.student.support@unsw.edu.au
Website: www.student.mbt.unsw.edu.au