

# ROSS SCHOOL OF BUSINESS GLOBAL MBA PROGRAM POLICY

## CLASS OF 2011

This document provides an overview of the Global MBA Program at the Stephen M. Ross School of Business including administration, curriculum, admission procedures, and tuition and fees.

### 1. ADMINISTRATION

- 1.1 The program is a 16-month, full-time program, which begins at the end of February and ends in the beginning of July of the following year.
- 1.2 Upon successful completion of academic requirements, participants receive a Master of Business Administration (MBA) degree.
- 1.3 Only individuals with sponsorship, including corporations, firms, institutions, and government entities, are eligible to apply to the program.
  - 1.3.1 The sponsorship application must be submitted prior to or along with an applicant's individual admission application.
  - 1.3.2 If an applicant's sponsor will guarantee sponsorship only after the applicant is granted admission, the applicant must submit a letter explaining the policy. In this situation, the Admission Committee will make a decision subject to receipt of a fully endorsed sponsorship application. The sponsorship application must be submitted within two weeks of the date of the admission offer.
- 1.4 If a student withdraws before completing the program, the credits earned are not transferable to any other Ross School of Business MBA Program.

### 2. CURRICULUM

- 2.1 The Ross MBA curriculum requires successful completion of 57 graduate credit hours and includes a series of core courses, elective courses, and a field project called Multidisciplinary Action Project (MAP).
- 2.2 All courses in the program are taught by University of Michigan faculty.
- 2.3 The curriculum consists of five sessions. The first session is offered in Asia. The second through fifth sessions are offered at the University of Michigan in Ann Arbor, Michigan.
- 2.4 Session 1 starts at the end of February and completes in late May. The session is held at corporate training facilities in Japan, Korea, and China, approximately one month in each country.
  - 2.4.1 Students complete 14.25 credit hours of the MBA core curriculum including business communications.
- 2.5 Session 2 is held in Ann Arbor, starting in June and ending in August.
  - 2.5.1 Some students will be required to participate in the English for Advanced Business Studies course offered at the beginning of session 2.
    - 2.5.1.1 Students' English ability, with a focus on class discussion skills, will be assessed during the communication courses at the beginning of session 1.
    - 2.5.1.2 The two-week intensive English course is offered to prepare students for the program's elective courses that focus heavily on class discussion and participation, a graded component of most MBA classes.
    - 2.5.1.3 The course is administered by the University of Michigan English Language Institute and will be offered free of charge.
  - 2.5.2 The remaining 9 credit hours of the core curriculum are offered.
- 2.6 Session 3 starts in September and ends in December; session 4 starts in January and ends in April. Sessions 3 and 4 coincide with the Fall and Winter terms on the school's academic calendar.
  - 2.6.1 Students are required to complete a minimum of 26.25 elective credit hours during sessions 3 and 4 to meet graduation requirements.
  - 2.6.2 Students can take a maximum of 18 credit hours each session, without additional tuition payment.
  - 2.6.3 Students can take up to 10 credit hours of graduate study in other University of Michigan schools depending on availability and course prerequisites.
  - 2.6.4 Individual and group research projects, supervised by faculty, are available to students in good academic standing. Students may earn one to three credit hours per project; may elect only one research project in a term; and may apply a maximum of six research project credit hours toward degree requirements.
  - 2.6.5 Students may attend various special lectures and programs without additional charge.
  - 2.6.6 Students are eligible to apply to the Ross International Exchange Program for an opportunity to study for one term at one of our worldwide partner schools.
- 2.7 Session 5 starts in May and ends in the first week of July. In this session, students are assigned to Multidisciplinary Action Projects (MAP) which is a mandatory course within the Ross MBA curriculum worth 7.5 credits.
  - 2.7.1 Projects are primarily developed in the U.S. The School will attempt to develop projects at alternate locations if requested by a sponsor company.
  - 2.7.2 Students bid for projects of their preference, but the School reserves the right to assign students to a project regardless of their preference.

### 3. ADMISSIONS

- 3.1 Typical students are high potential employees identified by their employer as having the ability to progress as a future leader.
- 3.2 Each nominated candidate must submit an individual admission application.
- 3.3 All applicants are required to take the Graduate Management Admission Test (GMAT) and the Test of English as a Foreign Language (TOEFL). Test results must be reported directly from the governing institutions.
  - 3.3.1 Applicants who have earned a degree from a United States school or from an institution abroad where the curriculum is taught exclusively in English are exempt from the TOEFL requirement.

- 3.3.2 The TOEFL may be waived if applicants have two or more years of full-time U.S. work experience, where communication is exclusively in English, within the past five years.
- 3.3.3 In lieu of the TOEFL, the school may offer the Michigan English Language Assessment Battery (MELAB) to evaluate English proficiency.
- 3.4 An admission interview is required of every applicant. The Global MBA office will contact applicants to schedule an interview which may be conducted via telephone, video conference call, or in person.
- 3.5 For early decision consideration, applicants must submit all admission requirements, including test score reports, between March 1 and October 30, 2009.
  - 3.5.1 Applicants who are denied in the early admission period are eligible for admission consideration during the regular admission period. For consideration during the regular admission period, applicants should submit improved test score reports by the deadlines shown below.
- 3.6 Applications to the standard admission round, including official score reports, must be received by November 30, 2009. Incomplete applications as of November 30, 2009 will be moved to the extended admission round.
- 3.7 Applications to the extended admission round, including official score reports, must be received by January 4, 2010.
- 3.8 Notification of admission decisions is typically made within two weeks of the interview. Admitted applicants must confirm acceptance within one week of the offer.
- 3.9 English ability will be assessed by the Ross Admissions Committee during the application process. Depending upon English ability, applicants may be offered conditional admission subject to completion of intensive English instruction prior to the start of the MBA program on February 24, 2010.
  - 3.9.1 The Ross School partnered with the Gyeonggi English Village (GEV) to create an intensive pre-MBA English program to satisfy the conditional admission requirement. The program will be offered at the GEV's Paju campus in Korea from February 1 to 24, 2010.
  - 3.9.2 Applicants who are not able to attend the English program at GEV may fulfill the requirement individually at an accredited institution.
    - 3.9.2.1 Admitted students who prefer this option must submit a study plan to the Global MBA Program office for approval.
    - 3.9.2.2 The instruction must be conducted by an instructor whose native language is English and the total hours of instruction should be equivalent to the total hours of the GEV program.
  - 3.9.3 All fees associated with an intensive pre-MBA English program are the responsibility of either the student or the sponsor company.
- 3.10 Applicants are considered without regard for race, sex, sexual orientation, color, religion, national origin or ancestry, age, marital status, handicap, height, or weight.

### 4. FINANCE

- 4.1 A non-refundable application fee of \$200 is due at the time of application.
- 4.2 Tuition will be invoiced for each of the four terms students are registered; Winter 2010, Spring/Summer 2010, Fall 2010, and Winter 2011.
  - 4.2.1 Tuition is due on January 4, April 27, August 31, 2010 and January 3, 2011; an invoice will be sent electronically approximately one month prior to the due date.
  - 4.2.2 Tuition for the Winter 2010 and Spring/Summer 2010 terms is \$26,225 per term based on the rate for the 2009–2010 academic year. Tuition for the Fall 2010 and Winter 2011 terms will be based on the rate for the 2010–2011 academic year which will be determined in July 2010. Tuition is determined in July each year for the upcoming academic year.
  - 4.2.3 The first tuition payment for students admitted after January 4, 2010 is due immediately upon acceptance of the offer of admission.
  - 4.2.4 The tuition fee does not include students' travel, lodging, and course material expenses during the program.
  - 4.2.5 Tuition for students who choose to extend their program beyond the 16 months will be charged at the Global MBA tuition rate in effect for that specific term and will be due on the first day of the term.
- 4.3 A registration fee will be added to each invoice. The registration fee for the 2009–2010 academic year is \$94 per term.
- 4.4 Room and board expenses for the session in Asia will be invoiced separately.
- 4.5 Applicants who are admitted to the program in the early admission period must submit \$1,000 along with their notification of acceptance to the School, within two weeks of the date of the offer. This non-refundable deposit will be applied to the first term tuition payment.
- 4.6 The School reserves the right to revoke admission for students whose tuition or deposit payment is not received by the due date.
- 4.7 Received tuition will not be refunded. Payment past due is subject to a 1% late fee per month. The School reserves the right to prohibit students whose tuition payment is past due from attending classes.
- 4.8 All international students must enroll in the University's International Student Health Insurance Plan immediately upon arrival in the US. To substitute a private plan, students must receive approval from the University's International Center.

*The Stephen M. Ross School of Business reserves the right to change without notice any statement in this policy concerning, but not limited to, curricula, courses, faculty, tuition, fees, policies, and rules. If course or curriculum changes take place after the program begins, we will make every effort to implement the changes in the best interest of the student.*