NAL

1999 EDITION

GUIDE TO UNDERGRADUATE OUSSINGS PROGRAMS

Includes:

5 country coverage

over 200 comprehensive program profiles

student admissions + tuition

program recognition

support for international students











Guide

UNDERGRADUATE

business

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support for international students



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Take the Next Step! El's Reader Response Card Service

Now that you've begun to explore the range of undergraduate business programs available, your next step is to determine which university or college program is right for you.

AIR MAIL	You can also fax the oth	er side of this card to us at 1	-250-658-6285	ATTACH AIR MAIL POSTAGE	
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	New England (Connecticut, M Middle Atlantic (Delaware, Dis	READER RES E SCHOOLS FROM A SPECIFIC REGION THAT Iaine, Massachusetts, New Hampsh strict of Columbia, Maryland, New Je Georgia, Kentucky, Louisiana, Miss	ire, Rhode Island, Vermont) ersey, New York, Pennsylvania	, Virginia, West Virginia)	
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Last Nar Address		First Name			_
Telepho	ne ()	Postal Code	Coun		-

The Reader Response Cards in this guide provide a quick, convenient way for you to request program information from specific universities or colleges. You will find two kinds of Reader Response Cards: general Education International cards and institution-specific cards. The following guidelines will help you use EI's Reader Response Card Service to make an informed, educated decision!

- As you read through this guide, keep a record of schools that interest you.
- If the school has an institution-specific Reader Response Card, you should fill this out and return it directly to the university or college.
- 3. If the school does not have an institution-specific card, fill out a general EI card and return this to us. We will make your request and the school will return the information directly to you. By completing EI's Reader Response Cards, you will provide the institutions that interest you with clear contact information.
- 4. Be sure to print clearly and to affix the proper postage to the cards—you want your request to be addressed as quickly and as efficiently as possible. This will speed up your request for catalogues, brochures, application forms and financial aid.
- 5. Try to keep your options open! The purpose of this guide is to help you to choose the right program—the more program information you request, the more chances you will have of finding the perfect program for your needs.

Welcome

Ye know that choosing the right school is the key to your success, and if you wish to explore the undergraduate business study opportunities open to you either close to home or in another country, you cannot do better than to refer to EI's Guide to Undergraduate Business Programs. This guide provides an introduction to select programs, describing both their educational philosophies and program highlights. By supplying concise and comparable information about tuition costs, student body statistics, admission requirements and housing options, it provides much of the preliminary information that you will need to make an informed decision in the face of an almost overwhelming number of options worldwide. Do you want to know where you can study marketing management? Are you interested in combining co-op work experience with your academic studies? Are you eager to learn which universities offer the widest range of services for international students? All of these questions, and many more, are answered in this guide.

The guide is intended to help students, their parents and educational counsellors begin to explore the world of undergraduate business education. You are advised to use this information to compile a short list of programs worthy of consideration and to seek further information directly from university staff or embassy representatives. You can do this easily by using the convenient information request cards included at the back of this guide.

All of the schools whose programs appear in the EI guides are well respected. While we have included noteworthy reputational information, such as awards won, external rankings and prominent alumni, we have imposed no subjective judgements of our own. You are free to assess each program according to the criteria of most importance to you and to rank the schools based on your personal preferences and career goals.

Good luck in your studies!

David Boag President, EI Education International Ltd.

Why Study Business

hether you see yourself participating on a corporate team, working for an international organization or managing your own business, an undergraduate degree in business can teach you what you need to know to be successful. Because of the many exciting career opportunities, business is one of the most popular fields of study at the postsecondary level.

What is a Business Degree?

Rapid changes in technology, the emergence of economic trading blocks, shifts in income and age distributions, and the globalization of business mean that decisions you make in your business career can have far-reaching implications.

A business education introduces you to basic concepts of business and teaches you real-world solutions and skills. You will learn how to merge your understanding of functional areas such as finance and accounting with wide-ranging areas like business policy and leadership to create a portfolio of capabilities. Most schools allow you to choose from a range of majors or concentrations so that the program fits your interests and career goals. A business education encompasses many fields, including arts and sciences, and will help you understand the larger context in which business plays a vital part.

Evaluating a Career in Business

Careers in business are both exciting and varied. Most are classified by function. Finance, for example, which basically involves lending, investing and raising money, embodies careers like financial analysis, commodities trading and bookkeeping. Accounting is one of the fastest growing occupations requiring higher education. Another functional area of business, marketing, involves

creating and implementing strategies to meet consumer demand. In this fast-paced, competitive field, you may choose a career as a market researcher, product development manager or public relations officer, to name just a few. Careers in information systems—the use of technology to manage the flow of information—are some of the fastest growing occupational areas in today's economy. Students who aspire to general management can choose from an array of opportunities that spans all industrial sectors.

These are only a few examples of the careers that you may pursue after you have earned an undergraduate degree in business; your options are innumerable. As business becomes increasingly competitive on a global level, there will be an even greater need for educated, internationally experienced business people to lead organizations successfully into the future.

Trends in Business Education

- increasing internationalization of business education: cross-cultural skills and the ability to speak other languages are increasingly important assets and opportunities to study abroad are growing in number
- increased emphasis on practical experience to complement course theory: program features such as internships, fieldwork and cooperative education are becoming more common
- development of courses and programs in entrepreneurship and small business: a reflection of the fact that approximately 75 per cent of all new jobs created today are in small businesses
- more partnerships and cooperation between business schools and the business community
- teaching methods that focus on

- providing an understanding of "business as a whole" rather than as a set of disparate functions
- greater focus on social conscience, public responsibility and ethics
- more focus on interpersonal communication skills such as leadership, teamwork and presentation skills
- flexible curriculum: more and more, students have the opportunity to attend another university as part of an exchange program or to study independently

Evaluating a Business Program

When you are choosing a business program, perhaps the most important consideration is that it matches your own personal needs and goals. First, look at features of the **business program** itself. These include

- Majors or concentrations offered: Schools that offer numerous majors or concentrations provide you with many options, but schools offering fewer may offer a higher level of expertise and focus.
- Program recognition: Our guide provides you with objective information on the reputation and recognition of each program. Remember, however, that while a school's overall rating is important, you will want to choose one whose strengths and character match your particular needs and desires.
- Tuition: It costs a lot of money to go to school—tuition, books, housing and insurance are examples of the expenses you will incur. You will want to choose a school in relation to your overall budget. Also, keep in mind that while tuition costs may vary among schools, a number of schools offer scholarships that can help offset costs.

- Student support: The availability of counsellors or individual course tutors can be an important factor.
- Facilities: Newer, larger, more accessible computer and study facilities greatly enhance the learning environment and introduce you to technologies in use in the workplace today.
- Class size: This can be deceiving, since in larger classes there are often smaller tutorial labs. Smaller class sizes generally allow for more individual attention.
- Career support services: A career resource centre can be invaluable in helping you to find work after graduation or in developing job search skills that will benefit you upon return to your home country. Higher job placement rates indicate a successful program.
- Methods of instruction: Schools use a variety of teaching methods, including lectures, case study workshops, laboratory sessions, tutorials and field study. Some schools emphasize one method over others (e.g., case study over lectures). You will want to choose a school that uses teaching methods that suit your style of learning.
- Workload: Some programs stress that the workload is quite heavy.
- Opportunity for internships or a cooperative education program: Participation in such a program is one of the best ways to gain relevant work experience abroad. Sometimes, however, the degree takes longer to complete. International students should note that they may not be eligible to participate in co-op programs at some schools.

You may also wish to consider features of the **university** and **location**:

 academic admission and English language requirements

- campus setting and city location
- various types and costs of accommodation available (on-campus residences, homestay and nearby private apartments)
- availability of extracurricular activities, events and clubs
- cost of living

In addition to the above factors, international students should consider the amount of **international student support** that is provided by the university, the program and the community:

- a well-established International Student Office or International Admissions Office providing special orientations or activities for international students, professors and faculty members
- availability of counsellors who speak other languages, especially your own
- availability of pre-arranged or reserved accommodation for international students
- availability of English language programs at the university as a support tool
- international student clubs and associations at the university and in the community

Generally, the greater the degree of **flexibility** in the program and at the university, the more international students' needs are accommodated. Evidence of flexibility could be multiple entry dates into the program, acceptance of a variety of English language tests or the existence of twinning programs with colleges and universities abroad.

Admission Tips

Once you use EI's *Guide to Undergradu*ate *Business Programs*' in-depth profiles to find a program that matches your needs, here are some tips on what to do next:

- Apply as early as possible! Some universities accept students on a first-come, first-served basis. Also, if you are notified that your application is missing a document, you will have time to supply it before the deadline.
- Always double-check the entry requirements (minimum GPA, English language requirements) to ensure that you are eligible. It is a waste of time and money to apply to schools whose requirements you cannot meet.
- In your application, stress the unique characteristics and experiences that you will bring to the program; international students in particular should emphasize the global perspective they will bring.
- Something that no one will tell you is that you may challenge a negative response from a college or university. For example, if the minimum GPA is 3.0, you will usually be rejected automatically if you have submitted a GPA of 2.5. However, if you contact the university directly and explain your situation, you may still be accepted. Don't be afraid to challenge an admissions decision.
- Most importantly, have someone you trust review your application for its completeness and accuracy. If you are missing even one element, your application may not be accepted or you may be faced with unnecessary delays.

Whatever business program you choose, good luck with your studies!

How to Read

business program and/or admissions contact information email and website \ addresses overview of the business program

highlights of the buildings and facilities available to business students

unique and important aspects of the business program

when the business program was founded

minimum number of full-time academic years required to complete degree; prebusiness years indicated in brackets—e.g., (2+2) means that students spend two years in prebusiness studies and two years in the program

whether co-op or work experience opportunities exist for business students

whether graduate business programs are offered

academic terms in which students have a full selection of courses to choose from

areas in which business students can major

undergraduate business program statistics

of students in a typical class for, the first 2 years of study

of students in a typical class for the final years of study

recognition received by the program, its students, its faculty members and the institution as a whole

University of Pittsburgh College of Business Administration

Highlights

- Two undergraduate business degree programs available
- BSBA program offers a liberal arts foundation, core curriculum in business and specialization through business majors
- CAS/Business dual major allows students to combine a general business major with a liberal arts major

Facts

Year Program Founded 1993
Program Length 4 years
Degrees Offener Springer S

Majors

Accounting, CAS/Business dual major, Finance, General Management, Marketing

Student Profile

1,400
800
230
1,000
40-45
40-45

Recognition

- Pitt's undergraduate business program ranked 24th in country by recent survey reported in US News & World Report 'Best Colleges & Universities Special Issue" (Sept 16, 1996)
- Accredited by AACSB The International Association for Management Education
 Pitt highlighted in Barron's as one of 300
 "Best Buys in College Education"

INOI Purbes Quadrangle
Pittsburg Pennsylvania 15260 USA
phone: 1-412-383-9600
fax: 1-12-383-9606

email: cba-admissions@katz.business.pitt.edu internet: http://www.pitt.edu/~cbamail/

Program Overview

The University of Pittsburgh's (Pitt) College of Business Administration (CBA) is the undergraduate division of ationally recognized Joseph M. Katz Graduate School of Business The Katz School is well known for its executive education and graduate programs, which are consistently ranked among the top MBA programs in the country. Pitt's College of Business Administration was established in 1993 and, like the Katz School, is accredited by AACSB - The International Association for Management Education. CBA offers undergraduates the opportunity to study under the respected faculty of the Katz School while pursuing an innovative curriculum that combines business core and elective courses with general education requirements.

CBA offers two baccalaureate programs: the BSBA program and the College of Arts & Sciences (CAS)/Business dual major program.

CBA's primary program leads to the Bachelor of Science in Business Administration (BSBA) degree. This program consists of 120 credits total, with a minimum of 54 credits of arts and sciences courses, and a minimum of 57 credits of business courses. Students in the BSBA program can major in accounting, finance, marketing or general management.

The CAS/dual major program, offered jointly by the College of Business Administration (CBA) and the College of Arts & Sciences (CAS), combines a business major with a liberal arts major. Depending on their CAS major, dual major graduates earn either a Bachelor of Arts (BA) or a Bachelor of Science (BS) from the College of Arts & Sciences.

Buildings and Facilities

Business programs at Pitt are housed in Mervis Hall and Forbes Quadrangle. Students at the College of Business Administration have access to the many resources of the school's business library. In addition, all students at Pitt have access to the rest of the university's extensive library system and nine public computing labs, consisting of UNIX workstations, printers, graphics generation equipment and approximately 500 personal computers and workstations.

University and Location

Founded in 1787, the University of Pittsburgh is one of the oldest universities in the United States Internationally recognized as a centre for education and research, Pitt is renowned for its strong programs in health sciences, law, arts, sciences, public and international affairs, information science and business. In fact, the Association of American Universities ranks Pitt as one of the top 58 research institutions in the country The book The Public Ivys names Pitt as one of only 17 American universities that offer an Ivy League-quality education at public school prices. The University of Pittsburgh Medical Center is recognized as having the world's leading organ transplant program.

Pitt's 17 undergraduate, graduate and professional schools offer over 400 degree programs, including many professional programs in fields such as engineering, nursing, pharmacy and business. Students at Pitt can gain professional experience with the many study abroad, internship, and co-op work experience programs available. Located in the neighbourhood of

Located in the neighbourhood of Oakland, Pitt's campus spreads across 53 hectares and houses 90 buildings, including a dozen residence halls, the 42-storey "Cathedral of Learning," and the University of Pittsburgh Medical Center.

Of Pitt's 13,000 full-time undergraduate students, approximately 5,000 live on campus in residence

guide to undergraduate business programs - 1999

general information about the university and community

The Profiles

services, facilities and activities for international students at the institution and/or in the business program

University of Pittsburgh

College of Business Administration

houses. In addition, many university students live near the campus in apartment housing. Student safety is ensured by a number of precautions and security measures, including a well-lit campus. 24-hour monitored residence halls, emergency phones and a campus bus service

On campus, students can participate in a variety of events and activities, and can choose from over 400 student organizations. The Carnegie Museum is nearby, as is the popular Schenley Park, offering hiking trails, a golf course, a skating rink and open space. Just minutes from downtown, the university operates a shuttle to the city centre. where students can explore Pittsburgh's unique blend of educational, cultural and technological resources

Pitt's campus is located a ten minute bus ride from downtown Pittsburgh. As one of the largest corporate headquarters cities in the US (ranked seventh in 1997), Pittsburgh offers many opportunities for business students to meet and interact with business leaders in a variety of industries. With such characteristics as a low crime rate, clean air, a diverse cultural community and beautiful parks and recreational facilities. Pittsburgh has also been consistently rated as one of the "most liveable cities" in the country

Admissions

International application forms are available from the University of Pittsburgh's Office of International Services (OIS). Domestic University of Pittsburgh application forms should be submitted to the Office of Admissions & Financial Aid. The completed forms should be submitted along with the application fee of US\$35, original secondary and postsecondary records (with English translations if applicable), and a TOEFL score (for non-native English speakers).

A TOEFL of 500 is required for general university admission, and 550 for admission to the College of Business Administration. International

students require individual health insurance. Proficiency in basic writing and algebra (at the secondary school level) is required, and will be determined by a placement test. Newly admitted students are required to take the Michigan English Language Assessment Battery (MELAB). If the MELAB results indicate a need for additional English language training the student may be required to enrol in an intensive English language program, provided by the English Language Institute at the University of Pittsburgh.

Students are recommended to plan enrolment beginning with the fall term

International Student Support

Approximately 1,700 international students from over 100 countries are enrolled at Pitt, and over 1,000 international researchers and faculty work at the university each year. Pitt operates a number of services and programs to assist intern tional students during their stay

The university's Office of International Services assists international students with general concerns and specific matters that relate to their stay in the United States. The OIS also operates an advising section that assists students in course selection and related issues

Pitt's English Language Institute (ELI) offers a wide range of courses in English as a Second Language for international students who have successfully graduated from a secondary school. The Pittsburgh Council for International Visitors (PCIV) operates an Airport Meeting & Arrival Homestay program for students studying at the English Language Institute. The cost of this program is US\$10 to be met at the airport, and US\$10 for the three-day homestay.

For additional information, please fill out and return the inform card at the back of this guide

University and Location

otal Enroln 30.000 ivate vs Public public Campus Setting # in University H 5.000 1,300,000 City Populatio ate Range -7° to 28°C

Admission at a Glance

Application Fee: US\$35 Minimum Academic Require 3.0 GPA on a 4.0 scale; 4 units of math (through trigonometry) nimum English Requireme TOEFL 500 for university admission TOEFL 550 for admission to CBA Domestic Student Application Deadlines:

International Student Application Deadlin March 1 (fall term), September 1 (spring term), February 1 (summer term)

Expenses

In-State Tuition US\$6,912/year Out-of-State Tuition US\$15.180/ve US\$15,1804 ear Int'l Student Fees Co-op Term Fee: Total Tuition for Degree

n/a In-State Students
Out-of-State Students US\$27.648 US\$60,720 US\$60.720

International Students Books US\$700/yea Accommodation (includ nn fond costs) US\$740/month Residence Private US\$655/month

International Students

University Enrolment 1.700 Program Enrolment 5-10 % of Program Enrolment 1% Admitted/yr to Program 20 Countries of Origin:

International students at Pitt come Europe, the Middle East, Latin Americ Africa, North America and Oceania.

of students (at all levels of study) attending the institution

whether the school is privately or publicly funded

of students living in on-campus housing

application and admission details

1999-2000 program and living expenses (if followed by an *, prices are not for the 1999 school year)

co-op and international student academic fees

amount includes tuition, int'l student fees (if applicable) and work term fees if co-op is mandatory (annual costs x minimum program length)

typical monthly room & board costs for on-campus residence. private accommodation in a nearby apartment and homestay

of international students studying at the institution (at all levels)

of international students enrolled in the undergraduate business program

% of total undergraduate business enrolment represented by international students

of international students admitted into the undergraduate business program each year

where the majority of international students are from

guide to undergraduate business programs - 1999

overview of admission requirements for entry

What to Do Next

This guide has been set up to help you find the undergraduate business program that best meets your needs. By following the steps listed below, you will have the tools you need to determine which schools can meet your personal education goals.

- ✓ Review the How to Read the Profiles section in this guide and then read several of the profiles themselves to get acquainted with the format.
- ✓ Read the section entitled "Evaluating a Business Program" in the Why Study Business article and then develop and prioritize a list of criteria that are most important to you. As you do this, consider program details (such as what majors are offered, the availability of study abroad and co-op programs), housing options and English language support, if you are a non-native speaker of English. Other items to consider are admission requirements, entry dates and tuition costs.
- ✓ Use the Program Quick Facts chart to quickly compare individual programs based on specific statistics.
- ✓ Read all of the profiles and highlight the programs that strike you as interesting so that you can easily refer back to them. Try to eliminate any program that does not match your search criteria.
- ✓ Re-read the programs that you highlighted. Based on the criteria you selected earlier, prioritize them into a list of tier one schools (the ones that you are most interested in) and a list of tier two choices (other schools that could meet your needs).
- ✓ Send in your EI Reader Response Card (found at the back of this guide) requesting information on all of the schools in your tier one list. It could take anywhere from three to six weeks to receive the information from the schools. You can also contact the schools directly for information.
- ✓ Once the information arrives from your selected schools, review the calendars and brochures, as well as each school's specific admissions requirements. You may want to consult an academic counsellor to ensure that you have the right qualifications. Narrow your choice down to a manageable list of schools (approximately three to five) whose admission criteria you meet.
- ✓ If you have completed any postsecondary education in your home country, find out whether you can obtain advanced standing in some courses. You may be able to save as much as a year of study.
- ✓ If you are an international student needing to upgrade your English skills, you may want to consider registering for some English language preparation classes and tests. If any of the schools you are applying to have set a minimum English proficiency test score for admission, you should register for the test as early as possible, as you may wish to take it more than once in the hope of increasing your score.
- ✓ Good luck...you are now ready to complete your applications for admission!

ADDITIONAL

information

FOR INTERNATIONAL

students

1999 EDITION

English Language Tests: Steps to Success

nternational study is rapidly gaining in popularity as students worldwide recognize the cultural and educational advantages of overseas experiences. An increasing number of international students are pursuing studies in a language other than their own. Not surprisingly, international students who wish to pursue postsecondary studies in an English-speaking country sometimes view the language skills requirement as a barrier. Non-native speakers of English will almost always be required to prove their English language proficiency for admission into a postsecondary institution whose primary language of instruction is English. Conversational English abilities alone are not enough; when admitted to an institution in an English-speaking country, international students are competing at the same academic levels as native English speakers, and must have corresponding language skills. Required language skills are determined by each institution individually, and may vary from program to program within an institution.

Choosing a Proficiency Test

Although certain colleges and universities do administer their own institution-specific English language tests, there are several standardized international proficiency tests. For students who wish to improve their English language skills in an English-speaking environment, there are also several recognized institutes, such as the ELS Language Centers, designed to provide international students with the language skills necessary for university or college study. An individual university or college may request scores from one or several of the following tests:

TOEFL

The Test Of English as a Foreign Language (TOEFL) is the most widely accepted test of English proficiency in world, and is offered 12 times per year at more than 1,200 test centres in 170 countries and regions. More than 2,400 universities in the US, Canada, and other English-speaking countries require prospective international students to submit TOEFL scores. Many countries now offer the TOEFL in a computer-based format, allowing students to schedule their own exam appointments year-round in

...international students are competing at the same academic levels as native English speakers

comfortable, computer-equipped cubicles. By the year 2000, the computer-based TOEFL will have replaced the paper-based exam internationally.

IELTS

The International English Language Testing System (IELTS) is accepted by most Commonwealth academic institutions and is becoming increasingly recognized for admission by colleges and universities in Canada. The IELTS is available in over 250 centres across 100 countries, including more than 174 testing centres in the UK, 61 in Australia, 19 in New Zealand and 39 in Canada. Testing dates are flexible and each IELTS centre offers a testing date at least once per month.

MFLAB

The Michigan English Language Assessment Battery (MELAB) is recognized by many educational institutions in Canada and the US as an alternative to the TOEFL. Although after June 30, 1998, the MELAB will be available only at testing sites in Canada and the US, and at limited international locations where the TOEFL is not administered, international group MELABs may be arranged for institutions or organizations.

Cambridge Exams

There are three levels of Cambridge Exams: the First Certificate Examination (FCE), the Certificate in Advanced English (CAE), and the Certificate of Proficiency in English (CPE). It is this final certificate that fulfils English language entry requirements at many universities in the UK, as well as universities in other English-speaking countries.

Each Cambridge Certificate Exam is offered twice a year, in June and December.

What to Expect

Most English language proficiency tests generally take between two and three hours to complete. Depending on the number of candidates present for a given testing date, students should normally expect to spend at least three and a half hours writing the test.

The majority of the English language tests are presented in multiple-choice formats and are divided into three general sections: listening comprehension, structure & written expression and reading comprehension. Students registered for certain TOEFL testing dates must also complete the Test of Written English

(TWE), a short essay demonstrating their ability to write in English. International students planning to pursue graduate studies in English-speaking countries are also often required to submit scores for the Test of Spoken English (TSE), a third optional element to the TOEFL. The MELAB, although similar in structure to the TOEFL, requires all students to complete a written examination. Similarly, all IELTS candidates complete a test module on spoken English.

English language test scores are normally valid for a maximum of two years after the testing date. There are generally no pass or fail marks: scores are given and evaluated according to each institution's English proficiency standards. The average paper-based TOEFL requirement for undergraduate students is a score of 550, while the average IELTS requirement is a score of 6.5 and the average MELAB requirement is 85.

How to Prepare

Students with advanced English language abilities may only need to prepare for two to four months before writing a proficiency test. Students with elementary to intermediate abilities will need anywhere from six to 10 months of intensive language courses to achieve the skills they will need to succeed on a standardized English language proficiency test.

Students planning to write an English proficiency test should prepare to do so by writing the sample tests provided by most testing centres. Studying using a centre's practice exams enables students to review their English language skills while becoming familiar with the format of the exam. By writing practice tests under the same circumstances they will experience on the actual testing day (completing a

sample test within the set time limit, for example), students should gain useful insight into the nature of the exam, and be able to approach the actual testing day feeling confident, well prepared and relaxed.

Students should remember that they are not allowed to use dictionaries, watches with alarms, scratch paper, highlighters or notes during most English language tests, and should therefore avoid using these tools during their practice sessions.

Students should be able to approach the actual testing day feeling confident, well prepared and relaxed

What to Bring

Most testing centres will send admission tickets to all candidates. These tickets function both as receipt of payment and for examination entry. Students who do not bring their admission ticket with them to the testing centre may be unable to write their test. In addition to admission tickets, all test-takers should bring the following:

Photo File Record—candidates will normally receive these in the mail along with their admission tickets and must attach current photos of themselves to each signed, completed form.

- Official Identification—as specified on their admission tickets, students are required to bring two pieces of official photo identification, such as a passport and driver's license, with them to the testing centre.
- Pencils—most tests must be completed with soft-lead (#2 or HB) pencils. Students are advised to bring at least two, a pencil sharpener and an eraser.
- Watch—although official time will be kept by the proctor, candidates may want to monitor their own progress.

 Students should remember to avoid bringing watches with alarms.
- Lunch—since cafeteria facilities are not available at all testing centres, students should bring snacks to eat after the test or during break periods.

Test Administration

Students registering for English language tests should remember to use the same form of their names on all testing and identification documents. Students using variant spellings or name orders may not be permitted to take the proficiency test.

Students are encouraged to register early for their chosen testing dates, as some centres fill up quickly.

English language test administrators inform students of their test scores within a varying amount of time. Students receive results from the paper-based TOEFL approximately one month after the testing date, and IELTS candidates receive their scores within a two-week period. The new computer-based TOEFL offers students the opportunity to view unofficial exam results immediately upon completing the exam.

Students should remember that in most cases they may rewrite the examination if necessary.

Before You Go

- nce you have received an acceptance letter from your university, there are many things that you need to think about and do to prepare yourself for a rewarding international experience. The following is a short list of some of these things:
 - ✓ Learn more about where you are going. It is very important to invest time into researching and reading about your destination country. Learn about its culture, geography, economy, and political and legal systems. The more you learn about where you will be living, the more you will appreciate the experience and the faster you will adjust to your surroundings. Everyone experiences a different degree of culture shock, but certainly the more you learn about the culture, the better prepared you will be for your new way of life. Talking to other people who have visited, lived and studied there is one of the greatest sources of information, but remember, everyone has different experiences.
 - ✓ Make sure your passport is in order. You will need your passport to enter most countries, as well as for other things like banking. It sometimes takes quite some time to obtain a passport, so be sure to apply early. If you already have a passport, you may want to make sure that it does not expire while you are overseas. Have a plan to keep your passport in a safe place. We recommend that you make several photocopies, and you may want to consider keeping your passport in a safety deposit box at a bank.
 - ✓ Obtain a student visa. You will need a visa to live and study in most countries for any extended period of time. Visit an education centre or an embassy to obtain an application and to learn exactly what is needed to apply. This process can be very lengthy, so apply as early as you can.
 - ✓ Book your flight. Investing time into booking a flight is worthwhile. Often, as a student, you can find low-cost flights, but they sell out early. If you begin your search early enough, you may learn of a special seat sale that could save you hundreds of dollars.
 - ✓ Buy additional health insurance. Many universities offer health insurance to students at a very reasonable price. There may be a waiting period before you are eligible to apply for a health plan, during which you will want to carry extra health insurance. You can organize this from your home or you may be able to purchase a health plan when you arrive. Keep a copy of your insurance plan in a safe place.
 - ✓ Make money arrangements. Once you are overseas, you will want to open a bank account. Before you go, however, you should arrange to obtain some local currency and traveller's cheques to use during the first few days after your arrival.
 - ✓ Prepare an arrival plan. Before you leave, you will want to know that all arrangements for your first few days or weeks in your new home have been made. Some universities offer airport pickup or provide very detailed directions on how to get from the airport to your destination. If you know that you will not be able to move into the residence hall upon arrival, or if you do not yet have permanent accommodation organized, you may want to reserve a few nights at a local hotel or International Youth Hostel.

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