



THE UNIVERSITY OF NOTRE DAME AUSTRALIA

Program Code: 4003

CRICOS Code: 092768A

## **PROGRAM REGULATIONS:**

# Graduate Certificate in Business

## GradCertBus

Responsible Owner: National Head of the School of Law and Business  
Responsible Office: Faculty of Arts, Sciences, Law and Business  
Contact Officer: PCAC Executive Officer  
Effective Date: 1 January 2021

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## 2 AMENDMENTS

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Amendments to these regulations will be made in accordance with the General Regulations.

Version	Date Amended	Amendment Details	Approved by
1	September 2016	Amalgamation of Graduate Certificates	Dean, Sydney
2	October 2015	Amalgamation Consultation	Dean, Sydney
3	November 2015	UCAC Feedback	Dean, Sydney
4	September 2016	Addition of Financial Planning stream	Dean, Sydney
5	October 2017	Change of terminology unit -> course, course -> program, credit points -> units of credit	Dean
6	December 2017	Minor edits as per tracked changes	Associate Dean, Fremantle
7	January 2018	New course codes assigned	PVCA
8	December 2018	New program template	Associate Dean, Fremantle Campus

### 3 PURPOSE

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These Program Regulations set out the approved requirements for the Graduate Certificate in Business.

### 4 OVERVIEW

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#### 4.1 Campus Availability

The Graduate Certificate in Business has been approved for delivery on the Fremantle Campus and the Sydney Campus.

#### 4.2 Student Availability

The Graduate Certificate in Business is available for enrolment to domestic Students and international Students with a student visa.

#### 4.3 Australian Qualifications Framework

The Graduate Certificate in Business is accredited by the University as a Level 8 AQF qualification.

#### 4.4 Duration

The Volume of Learning for the Graduate Certificate in Business is 0.5 years of equivalent full-time study.

An option to complete this Program Part-time is available.

#### 4.5 Maximum Duration

The maximum period of time within which a student is permitted to complete the Graduate Certificate in Business Award is 3 years (including any periods of approved leave of absence) from the date on which they were first enrolled into the program by the University.

#### 4.6 Study Mode

The Graduate Certificate in Business is offered in Internal and External Study mode.

#### 4.7 Professional Accreditation

There are no professional accreditation requirements applicable to this Program.

### 5 ENTRY REQUIREMENTS

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#### 5.1 University Admission Requirements

To be eligible for admission to The University of Notre Dame Australia, all applicants must meet the [University's minimum requirements for admission](#). The requirements for admission are detailed in the University's Policy: *Admissions*.

#### 5.2 Specific Program Requirements for Admission

To be eligible for admission to the Graduate Certificate in Business applicants must also meet the following specific requirements.

5.2.1 A recognised undergraduate degree (or equivalent qualification) or studies sufficient to meet the requirements of that Award; or

5.2.2 Where the applicant does not meet the criteria in 2.2.1 above, the Dean may approve admission to this program if the Dean is satisfied that:

- the applicant has sufficient background and/or experience in management/supervision; and
- the applicant has the skills necessary to complete postgraduate studies

## 6 PROGRAM REQUIREMENTS

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### 6.1 Program Description

The Graduate Certificate in Business is a one year part-time (or half year full-time) program taught by a team of industry leaders and academics who are passionate about sharing their knowledge. Throughout the course of your studies, you can choose to explore topics such as accounting, marketing, strategic management, leadership and business analytics.

### 6.2 Program Learning Outcomes

Upon successful completion of the Graduate Certificate in Business graduates will be able to:

1. Apply management skills to lead and manage a team in the business community;
2. Apply management skills to plan and manage a financially sustainable business;
3. Deploy contemporary management theory as applied in the field of business management;
4. Effectively analyse and manage ethical matters;
5. Employ critical reflection to encourage ongoing learning to maintain and improve professional knowledge and skills;
6. Be able to think critically, reason and use judgment in preparation for their professional practice;
7. Use evidence-based research in preparation of professional analysis and advice.

### 6.3 Required Courses

To be eligible for the award of Graduate Certificate in Business students must complete a minimum of 100 Units of Credit chosen from the courses listed in Appendix A comprising:

25 Units of Credit from one (1) compulsory Course.

75 Units of Credit from three (3) elective Courses.

### 6.4 Elective Courses

Students enrolled in the Graduate Certificate in Business are required to complete 3 elective courses.

### 6.5 Course substitutions

Course substitutions, where permitted, must be approved by the Dean.

## 7 DEFINITIONS

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For the purpose of these Regulations, the following definitions are available in the General Regulations.

- Leave of Absence
- Major
- Units of Credit
- Pre-requisite Course
- Minor
- Elective
- Co-requisite Course
- Specialisation
- General Elective

## 8 LIST OF APPENDICES

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### APPENDIX A: Graduate Certificate in Business

**Units of Credit**

**One (1) Compulsory Course**

BUSN5100 Accounting for Managers

25

**Three (3) Elective Courses:**

Any three (3) 5000-6000 level BUSN courses

75

Note: Course pre-requisites must be met