



THE UNIVERSITY OF  
**NOTRE DAME**  
A U S T R A L I A

# **PROGRAM REGULATIONS**

## **SCHOOL OF BUSINESS**

**Graduate Certificate in Business**

**GradCertBus**

**Program Code: 4003**

THESE PROGRAM REGULATIONS ARE EFFECTIVE FROM 1.1.2018

## SCHOOL OF BUSINESS

1. These Program Regulations apply to all students who are enrolled in this Award on the Fremantle and Sydney Campuses.
2. The Dean of Business, Fremantle is the responsible Executive of these Program Regulations.
3. The contact officer for this document is the Senior Administration Officer, School of Business, Fremantle

## MODIFICATION HISTORY

1. These Program Regulations are effective from 1 January 2018.

Version	Date Amended	Modification Details	Name
1	September 2016	Amalgamation of Graduate Certificates	Dean, Sydney
2	October 2015	Consolidation 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	January 2018	New course codes assigned	PVCA

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# 1 INTRODUCTION AND INTERPRETATION

## 1.1 Introduction

These Program Regulations apply to all students enrolled in the Graduate Certificate in Business Award at The University of Notre Dame Australia.

These Regulations should be read in conjunction with the University's General Regulations and the School of Business Regulations.

## 1.2 Interpretation

The terms included in these Regulations have the meanings as defined in the University's General Regulations and the School of Business Regulations.

## 1.3 Amendments made to Program Regulations

Unless otherwise specified, when amendments are made to the structure, content or academic requirements of this Award, the amendments will automatically apply in accordance with General Regulation Section 1.7.

## 1.4 Applicability to Campuses of the University

The Graduate Certificate in Business is available on the Fremantle and Sydney Campuses.

## 1.5 The Australian Qualifications Framework (AQF)

The Graduate Certificate in Business Award is a level 8 AQF qualification.

## 1.6 External Accreditation Requirements

External accreditation requirements are not applicable to this Award.

## **2 ENTRY CRITERIA**

### **2.1 General Criteria**

The standard entry requirements for admission are detailed in the University's General Regulations and the School of Business Regulations.

### **2.2 Additional Entry Requirements / Pre-Requisites**

The following entry requirements apply to this Award:

- 2.2.1 A recognised undergraduate degree (or equivalent qualification) or studies sufficient to meet the requirements of that Award; or
- 2.2.2 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:
  - a) the applicant has sufficient background and/or experience in management/supervision; and
  - b) the applicant has the skills necessary to complete postgraduate studies

### **2.3 External Accreditation Requirements**

External accreditation requirements are not applicable to this Award.

### 3 AWARD REQUIREMENTS

#### 3.1 Structure

The minimum number of units of credit for this Award is 100 units of credit.

##### 3.1.1 Compulsory Courses

*25 units of credit consisting of the following compulsory course*

BUSN5100 Accounting for Managers	25
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##### 3.1.2 Elective Courses

*Complete 75 units of credit chosen from one of the following streams of study*

General Business stream (Available Fremantle and Sydney)

*75 units of credit chosen from the Postgraduate Business Electives detailed in Appendix A*

**OR**

Corporate Social Responsibility stream (Available Sydney)

*75 units of credit from the following courses*

BUSN5370 Corporate Public Relations	25
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BUSN6015 Corporate Social Responsibility	25
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BUSN5350 Issues and Crisis Management	25
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**OR**

Financial Planning steam (Available Fremantle and Sydney)

*75 units of credit from the following courses*

BUSN6000 Financial Planning Context	25
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BUSN6001 Superannuation and Retirement Planning Advice	25
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BUSN6002 Integrated Investment Planning	25
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BUSN6003 Risk Management and Life Insurance	25
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BUSN6006 Investment and Portfolio Planning	25
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BUSN6008 Complex Statement of Advice	25
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BUSN6009 Intergenerational Wealth	25
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BUSN6004 Taxation and Law for Financial Planning	25
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BUSN6005 Advanced Estate and Retirement Planning	25
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**OR**

Health Services Management stream (Available Sydney)

75 units of credit from the following courses

BUSN5730 Human Resource Management	25
NURS4003 Clinical Leadership and Governance	25
NURS4006 Professional Development	25

**OR**

Human Resource Management stream (Available Fremantle and Sydney)

75 units of credit from the following courses

BUSN5730 Human resource Management	25
BUSN5860 Industrial Relations	25
BUSN5140 Human Resource Development	25

**3.1.3 Majors and Double Majors**

There are no Majors available in this Award.

**3.1.4 Minors**

There are no Minors available in this Award.

**3.1.5 Specialisations**

There are no specialisations in this Award.

**3.1.6 Special Interest Courses**

There are no Special Interest Courses available in this Award.

**3.2 Special Award Requirements**

There are no Special Award Requirements for this Award.

**3.3 Practicum or Internship requirements**

There are no Practicum or Internship requirements for this Award.

**3.4 Approved course substitutions**

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

**3.5 Alternative Pathways**

A student who completes a Graduate Certificate in Business may enroll in any other Graduate Diploma of Business or Master of Business offered at the University with full credit for the appropriate courses completed as part of their original program provided the enrolment is within the time permitted by the General Regulations.

**3.6 Volume of Learning**

**3.6.1 Standard Duration**

- (a) The standard duration for this Award is 0.5 years of full-time equivalent study.
- (b) A student is able to enroll in this Award on a part-time basis.

### **3.6.2 Accelerated Duration**

An accelerated mode is not available for this Award.

### **3.6.3 Maximum Duration**

The maximum period of time within which a student is permitted to complete this 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.

## **3.7 Graduation**

### **3.7.1 Graduation Status**

Where a student has satisfied all the requirements of the Graduate Certificate in Business Award as detailed in these Program Regulations and the General Regulations, the University may grant the student graduation status.

### **3.7.2 Award Nomenclature and Post Nominal Citation**

Subject to the requirements of section 3.7.1, where a student completes

- a) the courses specified in the General Business stream, the student may be awarded a Graduate Certificate in Business and may use the post nominal citation of Grad Cert Bus.
- b) the courses specified in the Corporate Social Responsibility stream, the student may be awarded a Graduate Certificate in Business and may use the post nominal citation of Grad Cert Bus or Grad Cert Bus (CSR).
- c) the courses specified in the Health Services Management stream, the student may be awarded a Graduate Certificate in Business and may use the post nominal citation of Grad Cert Bus or Grad Cert Bus (Hlth Serv Mgt).
- d) the courses specified in the Financial Planning stream, the student may be awarded a Graduate Certificate in Business and may use the post nominal citation of Grad Cert Bus or Grad Cert Bus (Fin Plan).
- e) the courses specified in the Human Resources Management stream, the student may be awarded a Graduate Certificate in Business and may use the post nominal citation of Grad Cert Bus or Grad Cert Bus (HRM).

## **3.8 Exit Awards**

No Exit Award is available.

## **3.9 Honours**

This Award is not offered with Honours.

## **END OF REGULATIONS**



**Appendix A**  
**Postgraduate Business Electives**

BUSN5140 Human Resource Development	25
BUSN5280 Psychology of Work	25
BUSN5290 Mediation and Dispute Resolution	25
BUSN5350 Issues and Crisis Management	25
BUSN5370 Corporate Public Relations	25
BUSN5410 Services Marketing	25
BUSN5150 e-Marketing	25
BUSN5520 Consumer Behaviour	25
BUSN5570 Strategic Marketing for Managers	25
BUSN5620 Leadership: Theory and Practice	25
BUSN5680 Change Management	25
BUSN5690 Innovation and Entrepreneurship	25
BUSN5700 Human Resource Policy	25
BUSN5730 Human Resource Management	25
BUSN5740 Strategic Workforce Issues	25
BUSN5860 Employment Relations	25
BUSN5950 Social Sector Policy and Frameworks	25
BUSN5960 Social Sector Finance and Governance	25
BUSN5970 Social Sector Human Resource Management	25
BUSN5980 Social Sector Marketing and Public Relations	25
BUSN6015 Corporate Social Responsibility	25

Refer to the annual School Handbook for availability of a particular course