



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

PROGRAM REGULATIONS

SCHOOL OF BUSINESS

**GRADUATE CERTIFICATE IN HUMAN RESOURCE
MANAGEMENT**
GradCertBus(HRM)

PROGRAM CODE: 4013

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 is the responsible Executive of these Program Regulations.
3. The contact officer for this document is the Senior Administrative Officer, School of Business, Fremantle Campus.

MODIFICATION HISTORY

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

Version	Date Amended	Modification Details	Name
1	August 2013	Reformat	Dean
2	December 2013	UCAC modifications	Dean
3	February 2015	Re-submitted due to formatting issues	Associate Dean
4	November 2016	Updated unit name BS266	Acting Associate Dean, Fremantle
5	October 2017	Change of terminology unit -> course, course -> program, credit points -> units of credit	Dean
6	January 2018	New course codes assigned	PVCA

TABLE OF CONTENTS

1	INTRODUCTION AND INTERPRETATION	4
1.1	INTRODUCTION	4
1.2	INTERPRETATION	4
1.3	AMENDMENTS MADE TO PROGRAM REGULATIONS.....	4
1.4	APPLICABILITY TO CAMPUSES OF THE UNIVERSITY.....	4
1.5	THE AUSTRALIAN QUALIFICATIONS FRAMEWORK (AQF).....	4
2	ENTRY CRITERIA	5
2.1	GENERAL CRITERIA	5
2.2	ADDITIONAL ENTRY REQUIREMENTS / PRE-REQUISITES	5
2.3	EXTERNAL ACCREDITATION REQUIREMENTS.....	5
3	AWARD REQUIREMENTS	6
3.1	STRUCTURE.....	6
3.2	SPECIAL AWARD REQUIREMENTS	6
3.3	PRACTICUM OR INTERNSHIP REQUIREMENTS	6
3.4	APPROVED COURSE SUBSTITUTIONS	6
3.5	ALTERNATIVE PATHWAYS.....	6
3.6	VOLUME OF LEARNING.....	6
3.7	GRADUATION.....	6
3.8	EXIT AWARDS.....	6
3.9	HONOURS	7
3.10	ADVANCED STANDING AND RECOGNITION OF PRIOR LEARNING	7
4	APPENDICES.....	9

1 INTRODUCTION AND INTERPRETATION

1.1 Introduction

These Program Regulations apply to all students enrolled in the Graduate Certificate in Human Resource Management 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

This Award is available on the Fremantle and Sydney Campuses.

1.5 The Australian Qualifications Framework (AQF)

The Graduate Certificate in Human Resource Management Award is a Level 8 AQF qualification.

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) plus a minimum of three years' experience in managerial and/or supervisory roles.

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

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

2.3 External Accreditation Requirements

External accreditation requirements are applicable to this Award.

3 AWARD REQUIREMENTS

3.1 Structure

For the Graduate Certificate in Human Resource Management Award Structure, refer to Appendix A.

3.1.1 Compulsory Courses

100 Units of Credit from courses as detailed in Appendix A.

3.1.2 Elective Courses

There are no Electives within this Award.

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 permitted 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 in this Award.

3.3 Practicum or Internship requirements

There are no Practicum or Internship requirements in this Award.

3.4 Approved course substitutions

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

3.5 Alternative Pathways

An Alternative pathway is not available for this Award.

3.6 Volume of Learning

3.6.1 Standard Duration

(a) The standard duration for this Award is 0.5 years of equivalent full time study.

(b) A student is **only** able to enrol 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 three years (including any periods of approved leave of absence) from the date on which they first enrolled in the program by the University.

3.7 Graduation

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

3.8 Exit Awards

An Exit Award pathway is not available for this Award.

3.9 Honours

The Graduate Certificate in Human Resource Management Award is not offered with Honours.

3.10 Advanced Standing and Recognition of Prior Learning

Advanced standing and/or recognition of prior learning may be available towards this Award in accordance with the College of Business policy.

END OF REGULATIONS



APPENDIX A:

	# Units of Credit	Totals
Compulsory Courses		
BUSN5140 Human Resource Development	25	
BUSN5730 Human Resource Management	25	
BUSN5740 Strategic Workforce Issues	25	
BUSN5860 Employment Relations	25	100
Total Units of Credit		100