



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

# **COURSE REGULATIONS**

## **SCHOOL OF BUSINESS**

**GRADUATE CERTIFICATE IN BUSINESS**  
GradCertBus

**COURSE CODE: 4003**

THESE COURSE REGULATIONS ARE EFFECTIVE FROM 1.1.2016

## SCHOOL OF BUSINESS

1. These Course 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 Course Regulations.
3. The contact officer for this document is the Senior Administrative Officer, School of Business, Fremantle Campus.

## MODIFICATION HISTORY

1. These Course Regulations are effective from 1 January 2016.

<b>Version</b>	<b>Date Amended</b>	<b>Modification Details</b>	<b>Name</b>
1	August 2013	Reformat	Dean
2	December 2013	UCAC modifications	Dean
3	February 2015	Resubmitted due to formatting issues	Associate Dean
4	July 2015	Removed BS575	Associate Dean, Fremantle Campus

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# 1 INTRODUCTION AND INTERPRETATION

## 1.1 Introduction

These Course 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 Course 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 Business 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 course 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 not applicable to this Award.

### 3 AWARD REQUIREMENTS

#### 3.1 Structure

For the Graduate Certificate in Business Award Structure, refer to Appendix A.

##### 3.1.1 Compulsory Units

75 credit points from units as detailed in Appendix A.

##### 3.1.2 Elective Units

25 Credit Points from units as detailed in Appendix A.

##### 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 Units

There are no Special Interest units 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 unit substitutions

Unit 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 equivalent full-time study.
- (b) A student is 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 course.

#### 3.7 Graduation

Where a student has satisfied all the requirements of the Graduate Certificate in Business Award as detailed in these Course 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 Business 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:**

	<b># Credit Points</b>	<b>Totals</b>
<b>Compulsory Units</b>		
ET501 Business Ethics <b>OR</b>		
ET502 Ethical Issues in Professional Life	25	
BS560 Strategic Management and Planning <b>OR</b>		
BS562 Leadership: Theory and Practice	25	
BS557 Strategic Marketing for Managers <b>OR</b>		
BS550 Marketing	25	<b>75</b>
<b>Elective Units (25 Credit Points to be selected from)</b>		
BS500 Economics for Managers	25	
BS501 International Business: a Strategic Perspective	25	
BS510 Accounting for Managers	25	
BS568 Change Management	25	
BS569 Innovation and Entrepreneurship	25	
BS573 Human Resource Management	25	
BS574 Strategic Workforce Issues	25	<b>25</b>
<b>Total Credit Points</b>		<b>100</b>