



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

COURSE REGULATIONS

SCHOOL OF BUSINESS

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

COURSE CODE: 4013

THESE COURSE REGULATIONS ARE EFFECTIVE FROM 1.1.2017

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 2017.

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

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1 INTRODUCTION AND INTERPRETATION

1.1 Introduction

These Course 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 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 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 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 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 Units

100 Credit Points from units as detailed in Appendix A.

3.1.2 Elective Units

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 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 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 course.

3.7 Graduation

Where a student has satisfied all the requirements of the Graduate Certificate in Human Resource Management 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 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:

	# Credit Points	Totals
Compulsory Units		
BS514 Human Resource Development	25	
BS573 Human Resource Management	25	
BS574 Strategic Workforce Issues	25	
BS586 Employment Relations	25	100
Total Credit Points		100