

Graduate Certificate in Business Administration

1. Enrolment requirements

- (1) To enrol in the program, a person must –
 - (a) either –
 - (i) (A) hold a bachelor's degree, or equivalent with a GPA of 4; and
(B) have completed at least four years' full-time work experience (or equivalent) post-graduation, including at least two of the four years' full-time work experience (or equivalent) gained while working in a dedicated supervisory or management role, approved by the executive dean; or
 - (ii) have at least seven years' full-time work experience (or equivalent), including at least three of the seven years' full-time work experience (or equivalent) gained while working in a dedicated supervisory or management role, approved by the executive dean; and
 - (b) satisfy the executive dean that the person is suitably qualified for admission.
- (2) If —
 - (a) the person is an international applicant; and
 - (b) the executive dean requires the person to complete the graduate management admission test (**GMAT**),
the person must complete the GMAT with a score determined by the executive dean.
- (3) A student must, if required by the executive dean, pass a qualifying examination in any or all of —
 - (a) basic computing;
 - (b) written communication;
 - (c) basic mathematics;
 - (d) basic statistics,before enrolment is approved.

2. Program requirements

To complete the program, a student must complete 8 units from the MBA course list, comprising —

- (a) 2 units from part A of the list; and
- (b) 6 units from part B of the list.

3. Maximum credit for other study

The maximum credit that the associate dean (academic) may grant to a student for other study is 4 units.

Note See [PPL 3.50.03 Credit for Previous Studies and Recognised Prior Learning](#).