



THE UNIVERSITY OF NOTRE DAME AUSTRALIA

PROGRAM REQUIREMENTS:

Program Code: 5018

CRICOS Code (Fremantle): 110608H

CRICOS Code (Sydney): 0100505

Master of Business Administration MBA

Program Code: 4198

CRICOS Code: TBC

Graduate Diploma of Business Administration GradDipBA

Program Code: 4197

CRICOS Code: TBC

Graduate Certificate in Business Administration GradCertBA

Responsible Owner:	National Head of School of Law and Business
Responsible Office:	Faculty of Arts, Sciences, Law, and Business
Contact Officer:	National Manager, Enrolments, Fees & Student Administration
Effective Date:	1 January 2024



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

1 TABLE OF CONTENTS

1	TABLE OF CONTENTS.....	2
2	AMENDMENTS.....	2
3	PURPOSE	2
4	OVERVIEW	3
5	ENTRY REQUIREMENTS	4
6	PRACTICUM OR INTERNSHIP REQUIREMENTS.....	4
7	PROGRAM REQUIREMENTS	5
8	DEFINITIONS.....	7
9	LIST OF APPENDICES	8
	APPENDIX A: Graduate Certificate in Business Administration	8
	APPENDIX B: Graduate Diploma of Business Administration	8
	APPENDIX C: Master of Business Administration	9

2 AMENDMENTS

Amendments to these requirements will be made in accordance with the General Regulations.

Version	Date Amended	Amendment Details	Approved by
1	February 2015	Moved to new template, updated list of compulsory and elective units	Associate Dean, Fremantle
2	March 2015	Corrections as per UCAC memo 3/3/15	Associate Dean, Fremantle
3	October 2017	Change of terminology unit -> course, course -> program, credit points -> units of credit	Dean, Fremantle
4	December 2017	Minor edits as per tracked changes	Associate Dean, Fremantle
5	January 2018	New course codes assigned	PVCA
6	April 2019	Minor program modification on Registrar advice	Acting Dean, Sydney
7	June 2022	Section 4.2 amended to reflect campus available to international students	International Director
8	January 2023	Amended from regulations to requirements	Head of School
9	November 2023	Creation of nested programs and other changes	Head of School

3 PURPOSE

These Program Requirements set out the approved requirements for the Graduate Certificate in Business Administration (GradCertBA), the Graduate Diploma of Business Administration (GradDipBA), and the Master of Business Administration (MBA).

4 OVERVIEW

4.1 Campus Availability

The Graduate Certificate in Business Administration, the Graduate Diploma of Business Administration, and the Master of Business Administration have been approved for delivery on the Fremantle Campus and the Sydney Campus.

4.2 Student Availability

The Graduate Certificate in Business Administration, the Graduate Diploma of Business Administration, and the Master of Business Administration are available for enrolment to domestic students and international students with a student visa on the Fremantle and Sydney campuses.

4.3 Australian Qualifications Framework

The **Graduate Certificate in Business Administration** is accredited by the University as a Level 8 AQF qualification.

The **Graduate Diploma of Business Administration** is accredited by the University as a Level 8 AQF qualification.

The **Master of Business Administration** is accredited by the University as a Level 9 AQF qualification.

4.4 Duration

The Volume of Learning for the **Graduate Certificate in Business Administration** is 0.5 years of equivalent full-time study.

The Volume of Learning for the **Graduate Diploma of Business Administration** is 1.0 years of equivalent full-time study.

The Volume of Learning for the **Master of Business Administration** is two (2) years of equivalent full-time study.

A student with recognised prior learning may be able to complete the Master of Business Administration in 1.5 years as outlined in 5.2.2.

An option to complete each of these programs part-time is available.

4.5 Maximum Duration

- 4.5.1 The maximum period of time within which a student is permitted to complete the **Graduate Certificate in Business Administration** is three (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.
- 4.5.2 The maximum period of time within which a student is permitted to complete the **Graduate Diploma of Business Administration** is five (5) years (including any periods of approved leave of absence) from the date on which they were first enrolled into the program by the University.
- 4.5.3 The maximum period of time within which a student is permitted to complete the **Master of Business Administration** is seven (7) years (including any periods of approved leave of absence) from the date on which they were first enrolled into the program by the University.

4.6 Nested Awards

The Graduate Certificate in Business Administration, Graduate Diploma of Business Administration, and Master of Business Administration are nested awards as defined in the *Procedure: Program and Course Design*, the *Procedure: Admission*, and the *Procedure: Credit*.

4.7 Study Mode

The **Graduate Certificate in Business Administration** is offered in Internal, External, Multimode and Online Study modes.

The **Graduate Diploma of Business of Administration** is offered in Internal, External, Multimode and Online Study modes.

The **Master of Business Administration** is offered in Internal, External, Multimode and Online Study modes.

4.8 Professional Accreditation

There are no professional accreditation requirements applicable to these Programs.

5 ENTRY REQUIREMENTS

5.1 University Admission Requirements

To be eligible for admission to The University of Notre Dame Australia, all applicants must meet the [University's minimum requirements for admission](#). The requirements for admission are detailed in the University's Policy: *Admissions*.

5.2 Specific Program Requirements for Admission

- 5.2.1 To be eligible for admission to the Graduate Certificate in Business Administration, Graduate Diploma of Business Administration, or Master of Business Administration, applicants must hold:
 - 5.2.1.1 an AQF Level 7 qualification; or
 - 5.2.1.2 studies sufficient to meet the requirements of an AQF Level 7 Award; or
 - 5.2.1.3 informal/non-formal learning equivalent to an AQF Level 7 qualification plus evidence of the skills necessary to complete postgraduate studies.
- 5.2.2 In accordance with the University Procedure: Credit applicants for the Master of Business Administration who have the following recognised prior learning are eligible for 100 units of credit of advanced standing:
 - 5.2.2.1 A 4-year Bachelor degree or a Bachelor Honours Degree; or
 - 5.2.2.2 A 3-year Bachelor degree in a Business discipline; or
 - 5.2.2.3 An AQF Level 8 qualification; or
 - 5.2.2.4 An AQF Level 7 qualification in any field plus a minimum of three years' experience in management/supervision.
- 5.2.3 Where advanced standing is granted as part of admission, the student will be offered unspecified credit, and credit transfer for specific courses, on condition that the student presents satisfactory evidence of the previous study or professional experience. The Head of School may direct the student's selection of courses to ensure that the program learning outcomes are achieved within the reduced volume of learning.

6 PRACTICUM OR INTERNSHIP REQUIREMENTS

There are no Practicum or Internship requirements in this Award.

7 PROGRAM REQUIREMENTS

7.1 Program Description

The **Graduate Certificate in Business Administration** introduces students to the foundational concepts of business management and leadership, empowering participants with the knowledge, skills, and expertise to make informed financial decisions, implement strategic marketing initiatives, and optimise business operations using data-driven insights. The integration of theory and practice serves as a springboard for personal and professional growth, equipping students with the tools and confidence to tackle complex business challenges.

The **Graduate Diploma of Business Administration** is designed for students holding a Graduate Certificate in Business Administration or equivalent qualification and provides a comprehensive and practical understanding of key business concepts and skills. Participants will enhance their ability to lead ethically, make evidence-based decisions, navigate risks and challenges, and thrive in complex systems. Graduates are equipped to make a significant impact in their professional world and drive meaningful change in the organisations they lead.

The **Master of Business Administration (MBA)** is designed for high-impact leaders who are inspired to engage, innovate, and transform the organisations they lead. Participants gain advanced management skills, knowledge, and expertise to lead ethically, make informed financial and strategic decisions, optimise business operations using data-driven insights and thrive in complex systems. Students are offered the flexibility to build foundation business skills early in the program and then advance these through taking one of several specialisations. This encourages participants to take a targeted approach to application of knowledge and skills and extend their capacity to lead in specific professional and organisational contexts.

7.2 Program Learning Outcomes

Upon successful completion of the **Graduate Certificate in Business Administration** graduates will be able to:

1. Apply management skills necessary to lead a team in business settings.
2. Apply management skills necessary to manage a financially sustainable organisation.
3. Develop processes and practices needed to meet the regulatory environment under which an organisation operates.
4. Create community and stakeholder engagement strategies.
5. Apply technology to leadership management and decision making.

Upon successful completion of the **Graduate Diploma of Business Administration** graduates will be able to:

1. Apply management skills necessary to lead a team in business settings.
2. Apply management skills necessary to manage a financially sustainable organisation.
3. Develop processes and practices needed to meet the regulatory environment under which an organisation operates.
4. Create community and stakeholder engagement strategies.
5. Apply technology to leadership management and decision making.
6. Develop ethical leadership and management practices.
7. Employ critical reflection to maintain and improve professional knowledge and skills.

Upon successful completion of the **Master of Business Administration** graduates will be able to:

1. Apply management skills necessary to lead a team in business settings.
2. Apply management skills necessary to manage a financially sustainable organisation.
3. Develop processes and practices needed to meet the regulatory environment under which an organisation operates.
4. Create community and stakeholder engagement strategies.
5. Apply technology to leadership management and decision making.

6. Develop ethical leadership and management practices.
7. Employ critical reflection to maintain and improve professional knowledge and skills.
8. Create strategies to identify and seize business opportunities using contemporary management theory.
9. Apply interdisciplinary business skills to complex systems, both local and global.
10. Use relevant research methods and evidenced based approaches in the preparation of professional analysis and advice.

7.3 Required Courses

To be eligible for the award of **Graduate Certificate in Business Administration** students must complete a minimum of 100 Units of Credit comprising four (4) compulsory courses as outlined in Appendix A.

To be eligible for the award of **Graduate Diploma of Business Administration** students must complete a minimum of 200 Units of Credit, as detailed in Appendix B, comprising:

- 150 Units of Credit from six (6) compulsory courses; and
- 50 Units of Credit from two (2) elective courses.

To be eligible for the award of **Master of Business Administration** students must complete a minimum of 400 Units of Credit points, as detailed in Appendix C, comprising:

- 200 Units of Credit from eight (8) compulsory courses;
- 100 Units of Credit from four (4) elective courses; and
- 100 Units of Credit from four (4) specialisation courses.

7.4 Elective Courses

Students enrolled in the **Graduate Diploma of Business Administration** are required to complete two (2) elective courses (50 Units of Credit). Elective courses can be selected from the approved course offerings listed in Appendix B.

Students enrolled in the **Master of Business Administration** are required to complete four (4) elective courses (100 Units of Credit). Elective courses can be selected from the approved course offerings listed in Appendix C.

7.5 Course substitutions

Course substitutions, where permitted, must be approved by the Head of School.

7.6 Specialisations

Students enrolled in the Master of Business Administration are required to complete a Specialisation consisting of four (4) courses (100 Units of Credit). Approved specialisations are listed in the table below. Appendix C outlines the requirements of each Specialisation.

<i>Specialisation</i>	<i>Campus available</i>
Health Management	Fremantle and Sydney
Education Management	Fremantle and Sydney

Students who have received 100 Units of Credit of advanced standing as outlined in 5.2.2 may elect to undertake the electives in place of the Specialisation with approval from the Head of School.

8 DEFINITIONS

For the purpose of these Requirements, the following definitions are available in the General Regulations:

- Leave of Absence
- Major
- Units of Credit
- Pre-requisite Course
- Minor
- Elective
- Co-requisite Course
- Specialisation
- General Elective

9 LIST OF APPENDICES

APPENDIX A: Graduate Certificate in Business Administration

NOTE: Not all courses will be offered every semester.

Four (4) Compulsory Courses	Units of Credit
BUSN5005 Data Analytics and Modelling	25
BUSN5740 Contemporary Strategic Workforce	25
BUSN5100 Accounting for Managers	25
BUSN5500 Digital Marketing Strategy	25
Total	100

APPENDIX B: Graduate Diploma of Business Administration

Program component	Units of Credit
Six (6) Compulsory Courses	
BUSN5005 Data Analytics and Modelling	25
BUSN5740 Contemporary Strategic Workforce	25
BUSN5100 Accounting for Managers	25
BUSN5500 Digital Marketing Strategy	25
BUSN5158 Managerial Finance	25
PHIL6020 Ethical Issues in Professional Life (2024)	25
Two (2) Elective Courses	
Either	
BUSN5600 Strategic Management and Planning AND	25
BUSN5620 Leadership in Practice	25
OR	
MEDI5009 Contemporary Leadership in Health A AND	25
NURS5021 Management	25
OR	
BUSN6021 Legislative Frameworks for Catholic Education AND	25
EDUC6509 Leadership as Reflective Practice	25
Total	200

APPENDIX C: Master of Business Administration

Eight (8) Compulsory Courses	Units of Credit
BUSN5005 Data Analytics and Modelling	25
BUSN5740 Contemporary Strategic Workforce	25
BUSN5100 Accounting for Managers	25
BUSN5500 Digital Marketing Strategy	25
BUSN5158 Managerial Finance	25
PHIL6020 Ethical Issues in Professional Life (2024)	25
BUSN5013 Research Methods	25
BUSN5910 Directed Research Project	25
Plus:	
Four (4) Elective Courses	
BUSN5600 Strategic Management and Planning	25
BUSN5620 Leadership in Practice	25
BUSN5680 Leading Change and Transformation	25
BUSN5000 Global Economics	25
Plus all four courses from any specialisation below:	
Health Management Specialisation:	
NURS4020 Leadership Development Strategies in Health	25
MEDI5009 Contemporary Leadership in Health A	25
NURS5021 Management	25
MEDI5011 Systems Focused Thinking	25
Education Management Specialisation:	
BUSN6020 Community Engagement and Marketing	25
BUSN6021 Legislative Frameworks for Catholic Education	25
EDUC6509 Leadership as Reflective Practice	25
BUSN6023 Public Administration	25
Total	400